SMART

STATEWIDE MANAGEMENT, ACCOUNTING AND REPORTING TOOL

Participant Guide –

PC362: Managing Grants

State of Kansas

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Course Overview

Course Objectives

Upon completion of the course, you will be able to:

- Create and manage grants
- Close grants
- Integrate grants with other SMART modules

Agenda

Today, we will cover the following topics:

- Defining Key Terms for Grants
- Understanding Grants Processes
- Creating a Grant Proposal and Proposal Budget
- Copying an Existing Proposal
- Submitting a Proposal
- Creating an Award
- Understanding Award/Grant Management
- Updating Awards
- Reviewing Award Projects
- Reviewing Award Project Activities
- Updating Award Contracts
- Updating Award Budgets
- Understanding Grant Closure
- Running Federal Grant Reports
- Reviewing Cost-Shared Amounts

Participant Notes:

Lesson 1: Understanding Grants

Objectives

Upon completion of this lesson, you will be able to:

- Define basic grants terms, including grant, proposal, award, project, activity, customer contract, institution, sponsor, sub-recipient, professional, facilities and administrative (F&A) costs, cost sharing, pre-award spending, grants budgeting, and CFDA
- Explain the end-to-end process for grants and describe how Grant Management fits into the end-to-end process for Projects, Contracts, and Grants
- List roles involved in the grants process and describe tasks performed by each role

Key Terms

- **Grant** – An award of money from a Sponsor for a project
- **Proposal** – An "umbrella" that contains all the proposal details for one sponsor
- **Award** – Executed agreement between an institution and a sponsor
- **Project** – An organized endeavor for which costs are incurred that has a defined beginning and ending purpose for which costs need to be accumulated and reported
- **Activity –** Tasks or subcomponents associated with a project that represents a breakdown of collected costs. At least one activity must be defined for each project.
- **Customer Contract** – The document that defines how the Grantee bills and recognizes revenue from a Sponsor. Gateway between Project Costing and Billing.

Participant Notes:

- **Institution** – A State of Kansas agency that receives funding from a Sponsor for a grant or project
- **Sponsor –** An external entity or source that funds programs, research, and other projects
- **Sub-Recipient** – Companies or institutions that receive funds under a primary award
- **Professional** – An individual who is included in a grant proposal as a grant-funded employee, for workflow purposes, or both
- **Facilities and Administrative (F&A) Costs** – Overhead costs associated with the grant, also known as indirect costs
- **Cost Sharing** – Component of a proposal that represents the part of the project that the sponsor does not fund (Cost sharing is synonymous with the term ‘match’ or ‘matching funds’ and includes both hard-dollar and in-kind contributions)
- **Pre-Award Spending** – Money spent for a project (against a grant) prior to the formal award of the proposal by the sponsor
- **Grants Budgeting** – The process of capturing budget line details to support both a pre-award (proposal) budget and a post-award (award) budget
- **CFDA (Catalog of Federal Domestic Assistance number)** – This number is how the Federal government tracks it’s funding programs when issuing grant awards

Participant Notes:

Topic 1: Understanding Grants Processes

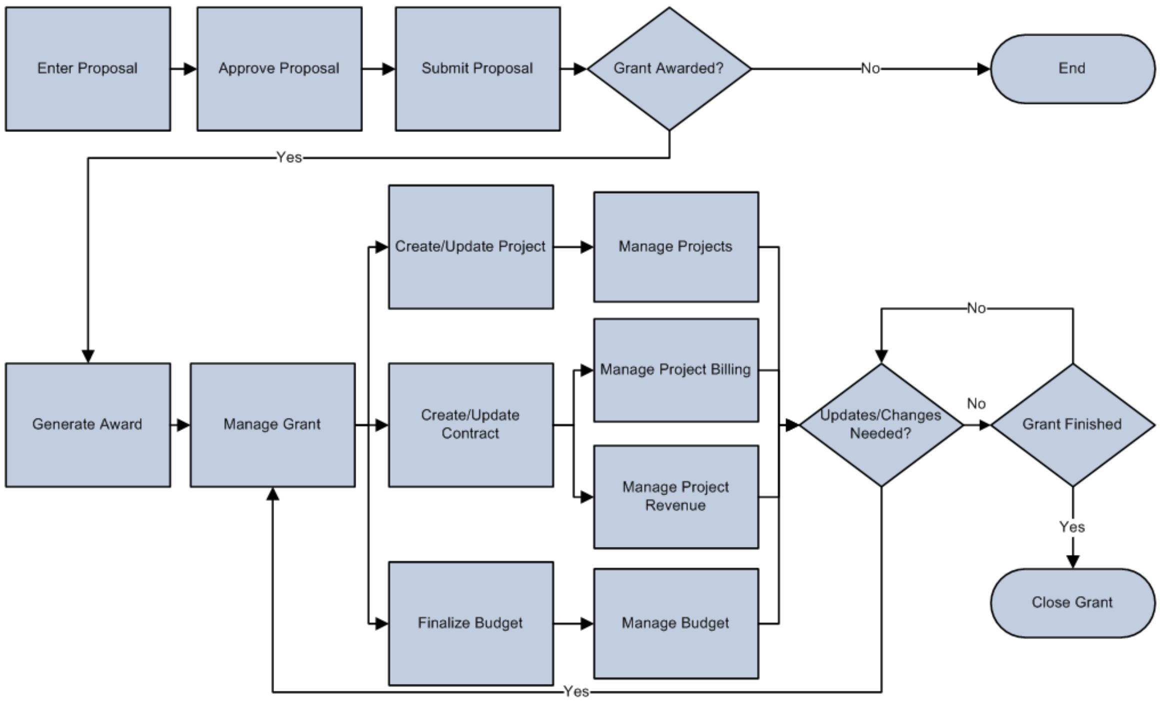


Figure 1. End to End Grants Process

- Grants leverages functionality that is delivered within Contracts, Project Costing, General Ledger, and Billing to provide a fully integrated Grants Management solution

Participant Notes:

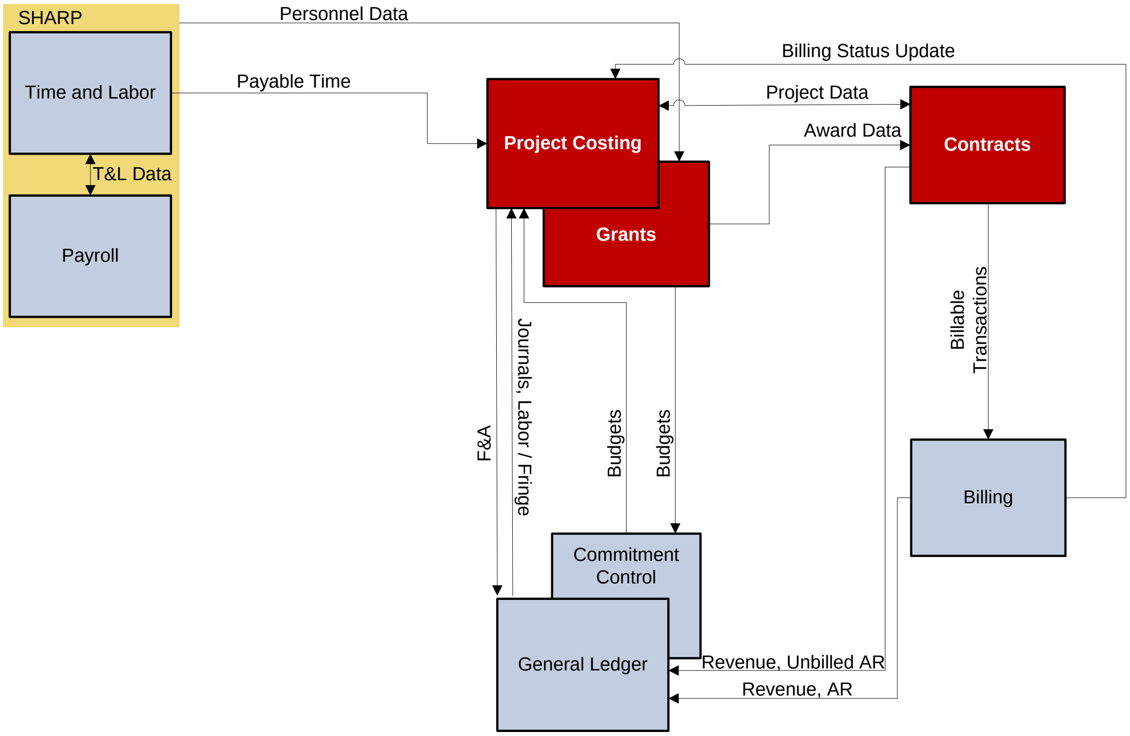


Figure 2. Grants Integration Process Flow

Topic 2: Understanding Grant Roles

- There are three roles involved in Managing Grants

Role	Description
Agency Grants Manager	Enter, reviews and analyzes proposals and awards and understands the integration with other SMART modules
Agency Grants Approver	Approves proposals and understands the

Participant Notes:

Role	Description
	integration with other SMART modules. **Note:** This role is optional and only for agencies using workflow.
Agency Grants Maintainer	Maintain configurations to agency-maintained grants tables

Table 1.Grants Roles

Lesson Review

In this lesson, you learned to:

- Define the key terms and roles for managing grants
- Explain Grants processes
- List roles involved in the Grants process and understand tasks associated with each role

Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Website – Projects/Grants materials
- OMB Circular A-87, 2 CFR Part 225, "Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-102, "Grants and Cooperative Agreements with State and Local Governments"
- Grants Management Common Rule for State and Local Government (codified in each federal agency's set of CFRs)
- OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
- Grant Award Agreements

Participant Notes:

Lesson 2: Creating Grants

Objectives

Upon completion of this lesson, you will be able to:

- Create and submit a grant proposal with a proposal budget
- Create part of a grant proposal by copying information from a previous proposal
- Create an award
- Define pre-award spending for a grant

Topic 1: Creating Grant Proposals and Proposal Budgets

- A proposal is an “umbrella” that contains all the proposal details for one grant, used by the sponsor to evaluate the merits of the request and make the decision to award a grant
- Each proposal requires at least one project
- After creating a proposal, you can view the proposal data and any subsequent changes via the **Proposal Audit Logs**. The audit trail is accumulated automatically and tracks changes (add, delete, or modify) to important data elements in the proposal.
- The proposal budget captures budget line details that support your pre-award and post-award functions
- The proposal budget includes direct costs (such as personnel, equipment and supplies), cost sharing, and facilities and administration costs

Participant Notes:

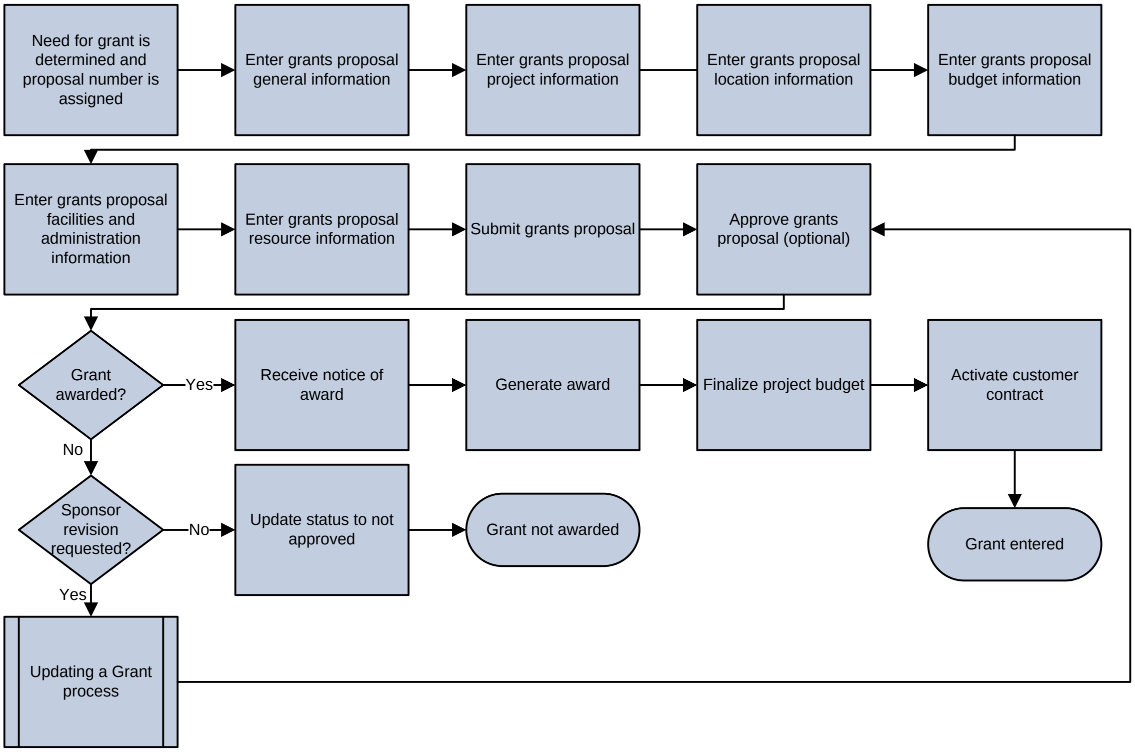


Figure 3. Entering a Grant Process

Participant Notes:

Page Name	Navigation
Proposal	Grants>Proposals>Maintain Proposal>Proposal

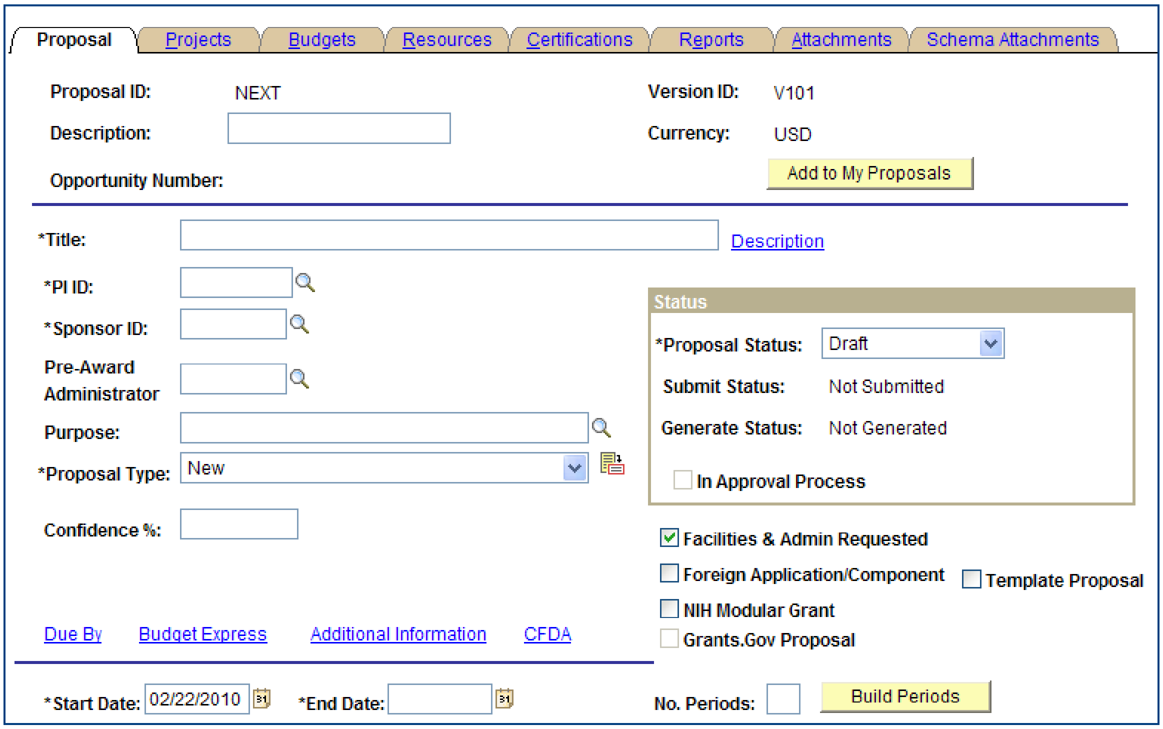


Figure 4. Proposal Top of Page

Participant Notes:

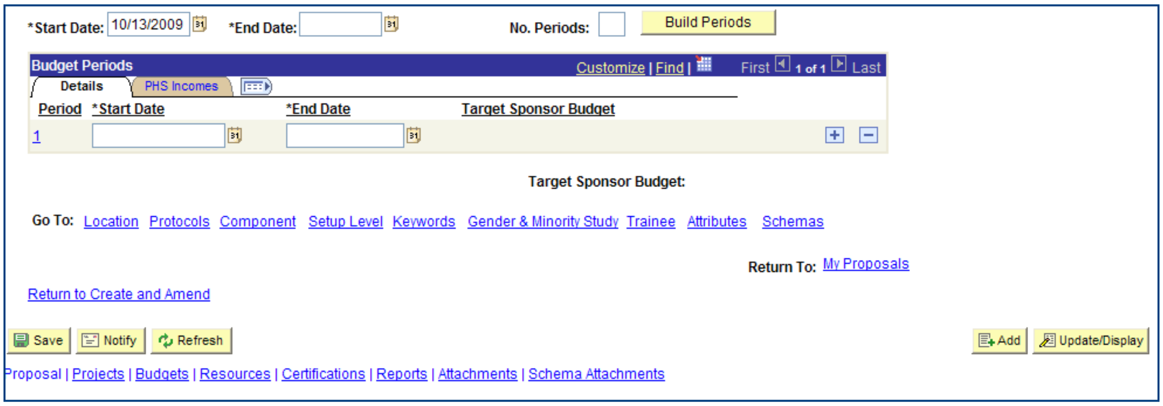


Figure 5. Proposal Bottom of Page

Fields	Description
Description	Enter a long description for the proposal
Title	Enter a title for the proposal. The title entered in this field is used by SMART during the **Generate Award** process to populate the description field for the award/contract. To enter a more descriptive title, click the **Description** link.
PI ID	Enter the employee ID for the principle investigator for the proposal. **Note:** Only employees who have the **Eligible PI** check box selected on the **Employee Data** page appear in this drop down box.
Sponsor ID	Select the ID of the organization that is sponsoring the grant
Purpose	Select a proposal purpose from a list of entries that are defined by the institution
Proposal Type	Select a proposal type from the available options

Participant Notes:

Fields	Description
CFDA	Enter the CFDA number that relates to the proposal. This field is a link to the CFDA page, where you can enter one or more CFDA numbers. Note: CFDA is a ChartField attribute of fund for both transactions and reporting
Facilities and Admin Requested	Select to indicate that the institution is requesting indirect cost recovery. **Note:** If you leave this option blank, SMART resets the F&A amounts in the budget to zero and deletes the F&A rates.
Start Date and End Date	Enter the start date and end date for the proposal. SMART automatically creates the overall budget with the same dates.
Number of Periods	Enter the number of periods for the budget
Build Periods	Click the **Build Periods** button to create the budget periods for the proposal

Table 2. Proposal Fields

Participant Notes:

Page Name	Navigation
Projects	Grants>Proposals>Maintain Proposal>Projects

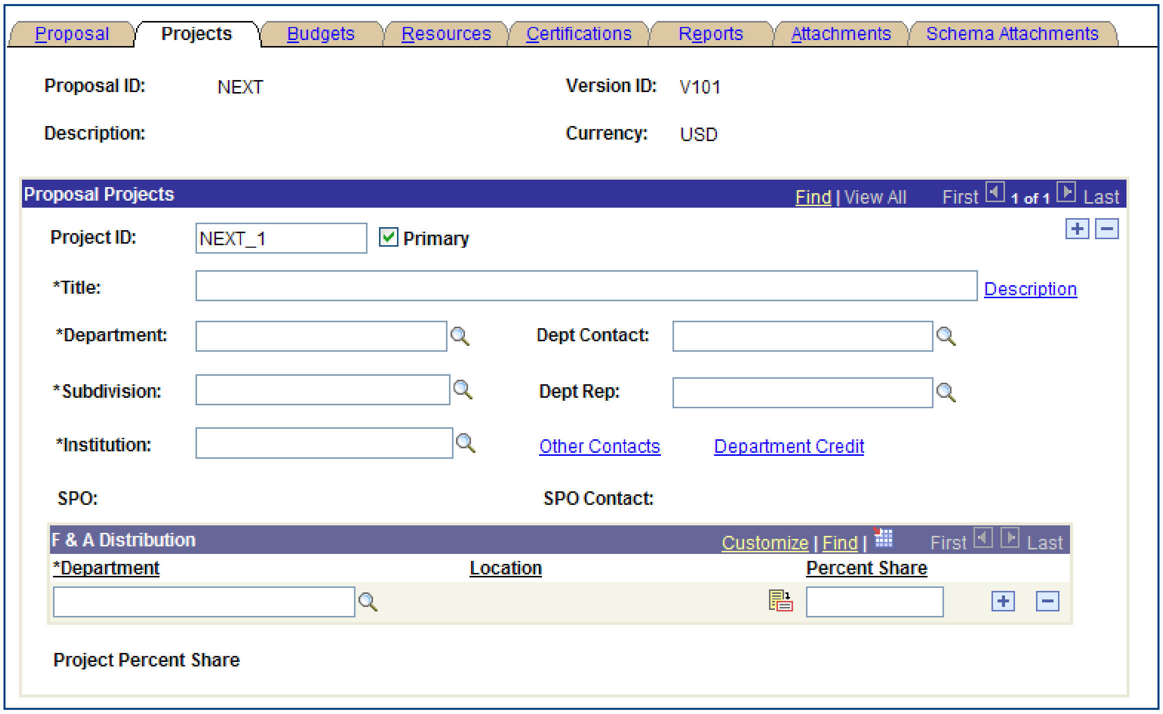


Figure 6. Projects Page

Fields	Description
Project ID	Displays the project ID, which you can edit. When you first create a draft proposal, SMART automatically creates the first project and budget header with ID of *Next_1.* Although you can accept the default Project ID, it is recommended that you change the Project ID to reflect the Grant Proposal ID.

Participant Notes:

Fields	Description
Primary	Select to indicate that this is the primary project in the proposal
Title	Displays the proposal title, which you can change
Department	Choose the department value that is responsible for the proposal.
Subdivision	Choose the department value that is responsible for the proposal.
Institution	Choose the institution value based on the agency submitting the proposal.
Dept Contact	Select the name of the individual who is the department contact. Only people added as department contacts in the **Department Contact** setup page will be listed on the prompt table.
Dept Rep	Select the name of the department representative
F & A Distribution section	
Department	Select the department that is collaborating on the project. If more than one department exists for the project, add a row for each department participating.
Location	Displays the location code that is associated with the department
Comment	Click to add comments to explain departmental collaborations
Percent Share	Enter the respective percentage share for each department that is included in the project. The total percentage must equal 100 percent.

Table 3. Projects Fields

Participant Notes:

Page Name	Navigation
Location	Grants>Proposals>Maintain Proposal>Location

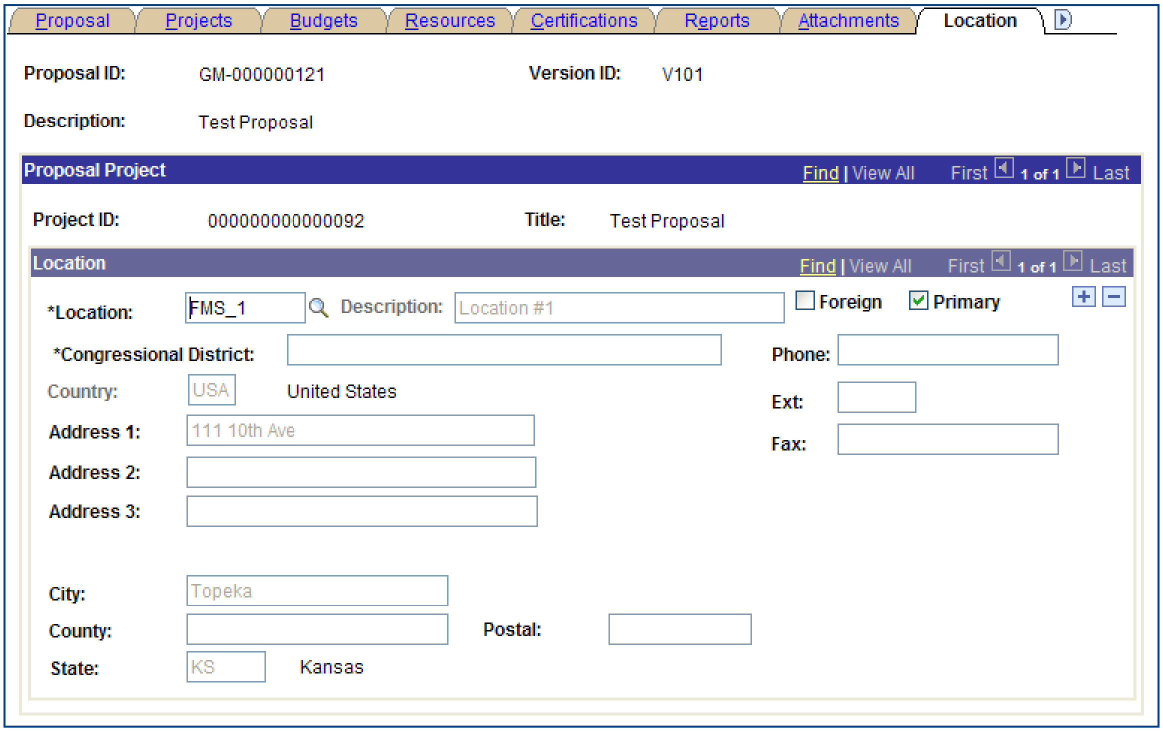


Figure 7. Location Page

Fields	Description
Location	Select a code to display the information from the location table. When you select a site, the system populates the address information fields. You can also add new locations and enter information in the specific address and phone fields.

Participant Notes:

Fields	Description
Primary	Select to indicate that this location is the primary location. Each proposal can have only one primary location. The primary location exists on the primary project. The system sets the first location on the primary project as the primary location.

Table 4. Location Fields

Page Name	Navigation
Budgets	Grants>Proposals>Maintain Proposal>Budgets

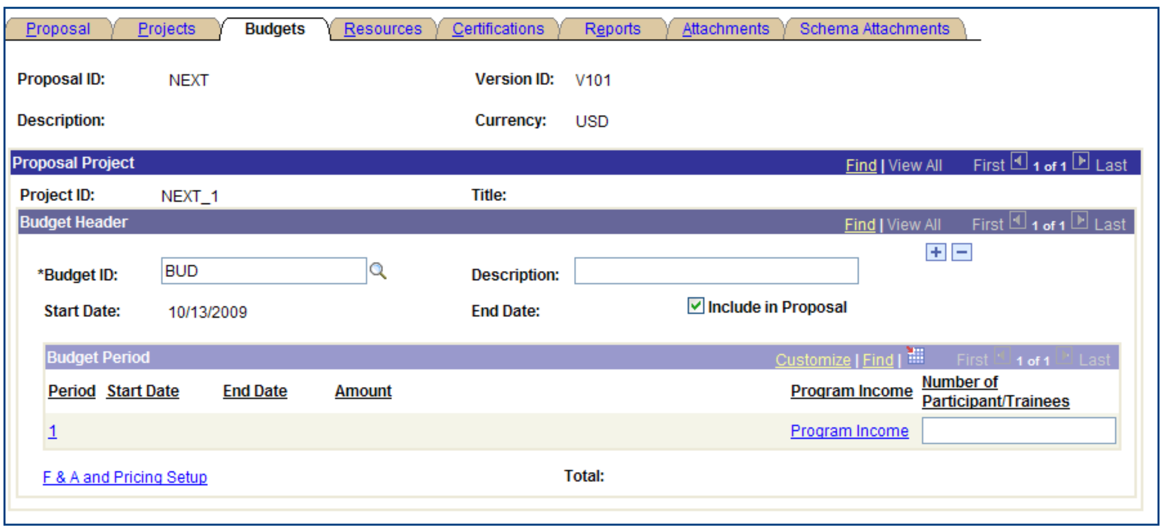


Figure 8. Budgets Page

Participant Notes:

Fields	Description
Budget ID	Displays the default budget ID of each project. This becomes the Activity ID in Project Costing. If there is only one project, it is recommended to name the Budget ID the same as the Project ID.
Description	Displays the proposal title description
Start Date and End Date	Displays the start and end dates that you entered on the **Projects** page
Include in Proposal	Select to include budget header data in the proposal
F&A and Pricing Setup(facilities and administration and pricing setup)	Click to access the **F&A and Pricing Setup** page to enter F&A setup for the institution, sponsor, and budget. **Note:** this page is only needed if your agency is using Grants to autocalculate F&A.
Total	Displays the grand total for all budget periods within a project

Table 5. Budget Fields

Participant Notes:

Page Name	Navigation
F & A and Pricing Setup	Grants>Proposals>Maintain Proposal>Budgets>F & A and Pricing Setup link

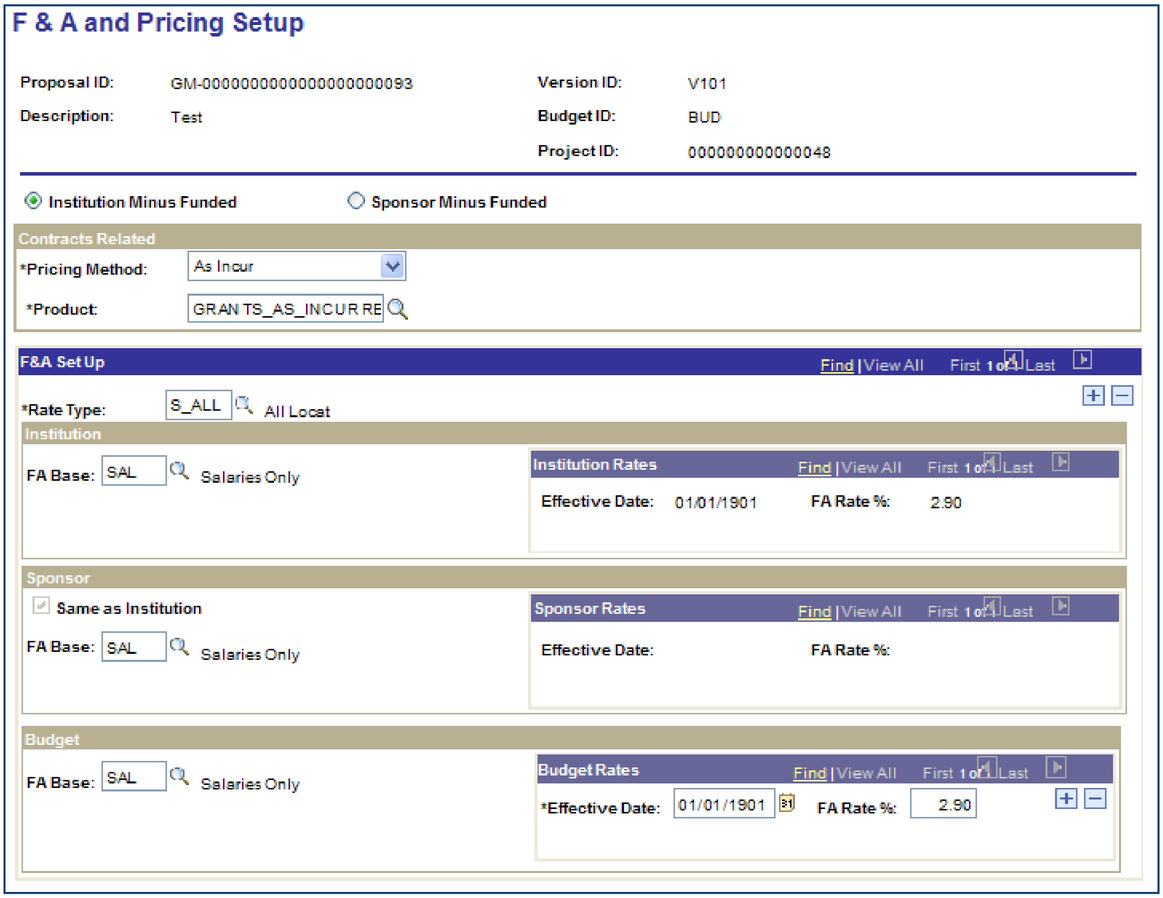


Figure 9. F & A Pricing Setup Page

Participant Notes:

Fields	Description
Institution minus Funded	Select to use the sponsor's F&A rate for calculating the cost-sharing F&A
Sponsor Minus Funded	Select to use the institution's F&A rate for calculating the cost-sharing F&A
Pricing Method	Select either *As Incur* or *Fixed* to indicate the type of contract. Because fixed-fee and rate-based are by activity, rate-based activities can be on separate contract lines because the Product value that you select is from a prompt table. Different product IDs force different contract lines. Most grants will use the default pricing method of As Incur.
Product	Select the product for the contract line. You can identify a distinct product within each activity. Most grants will use the default product of GRANTS_AS_INCURRED.
Rate Type	Choose the rate type that is associated with the project. Must choose the rate type your agency has identified for its F&A rates

Table 6. F & A Pricing Setup Fields

- Enter the Budget Item **FACADM** for Facilites and Administration on the **Enter Budget Detail** page if your agency is not using the Grants module to autocalculate F&A

- To bill for F&A costs when not using system-calculated F&A, users must split-fund each project transaction to include the F&A percentage on the transaction and use the designated F&A account code (773200). SFA (Sponsor Funded F&A) analysis should <u>not</u> be added directly in Project Costing because it is reserved for system-calculated F&A processing

Participant Notes:

Page Name	Navigation
Enter Budget Detail	Grants>Proposals>Maintain Proposal>Budgets>Period Link

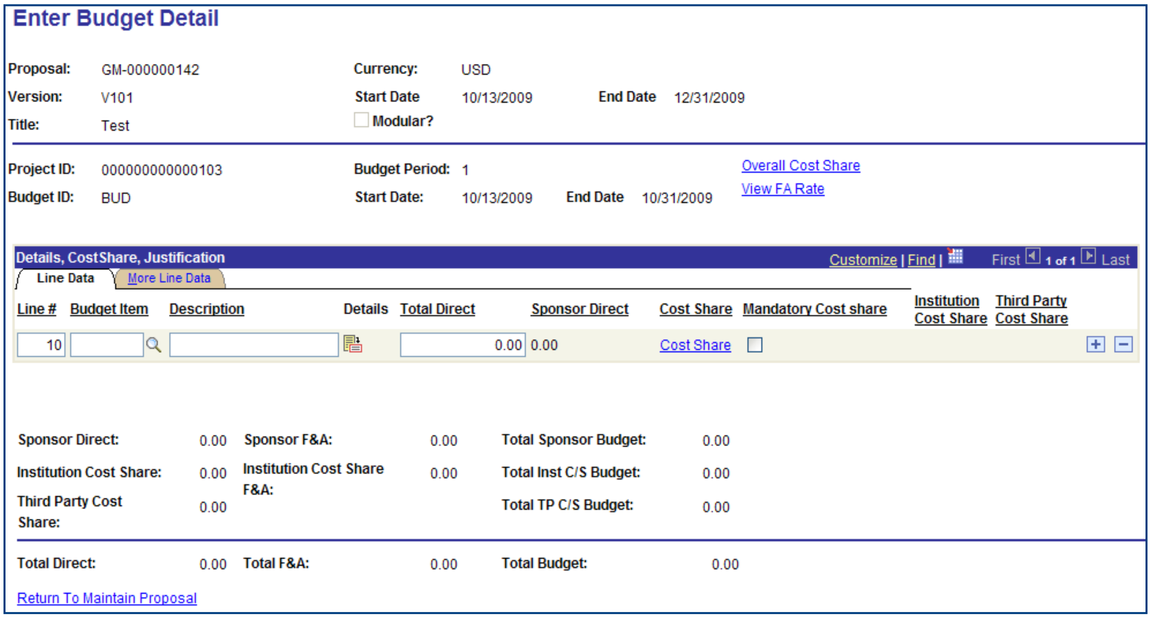


Figure 10. Enter Budget Detail Page

Fields	Description
Budget Item	Select each budget item
Description	Displays the Budget Item description, which you can change
Details	Enter detailed information about each budget item
Total Direct	Enter the total direct budget amount for each budget item

Table 7. Enter Budget Detail Fields

Participant Notes:

Page Name	Navigation
Budget Detail	Grants>Proposals>Maintain Proposal>Budgets>Period Link>Details icon

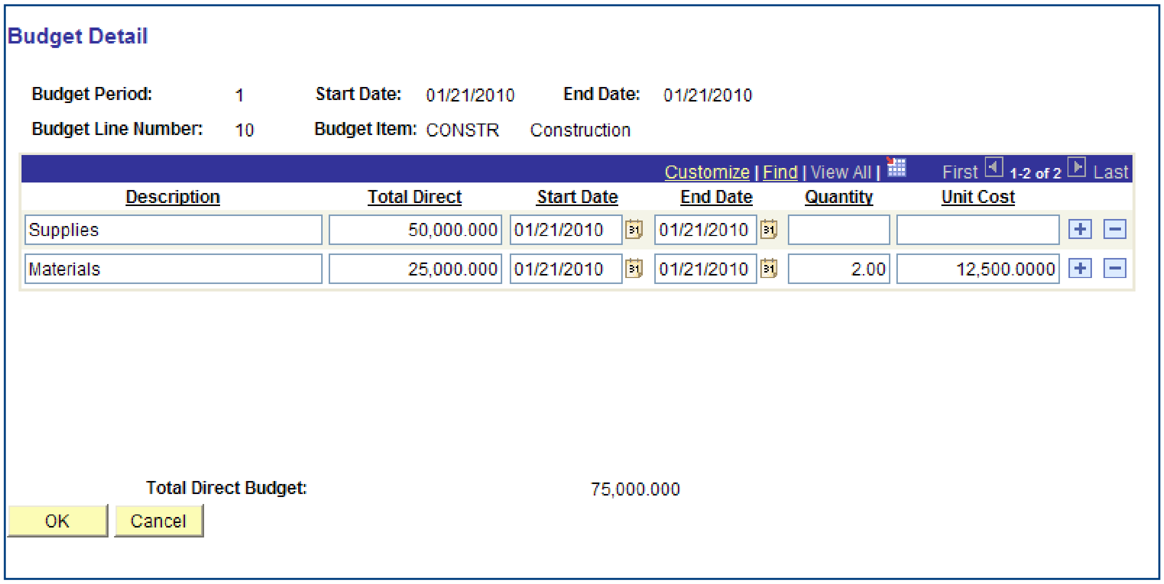


Figure 11. Budget Detail (CONST Budget Item) Page

Participant Notes:

Page Name	Navigation
Personnel Detail	Grants>Proposals>Maintain Proposal>Budgets>Period Link>Details icon

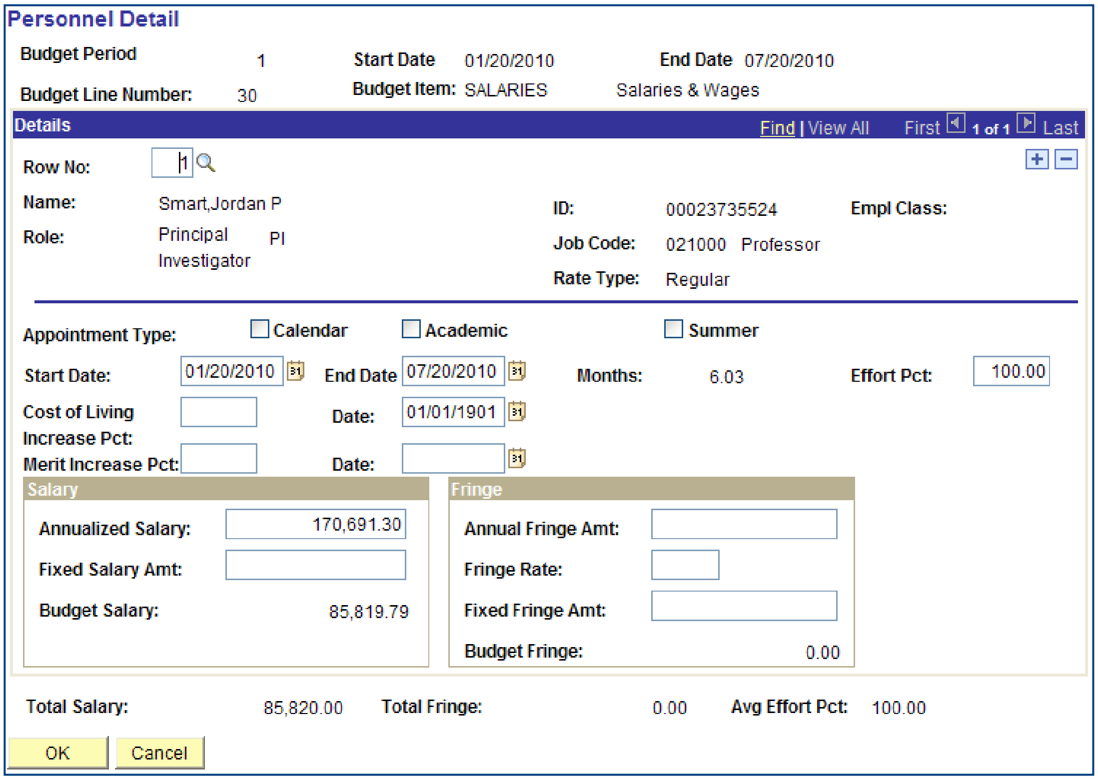


Figure 12. Personnel Detail (Salaries Budget Item) Page

- By using the Budget Detail page employees may be added as resources to a proposal. Fringe benefits may be added as a single budget line item for all employees. This page can be used to auto-calculate fringe costs for individual employees based on salary and fringe rate.

Participant Notes:

Page Name	Navigation
Cost Share	Grants>Proposals>Maintain Proposal > Cost Share link

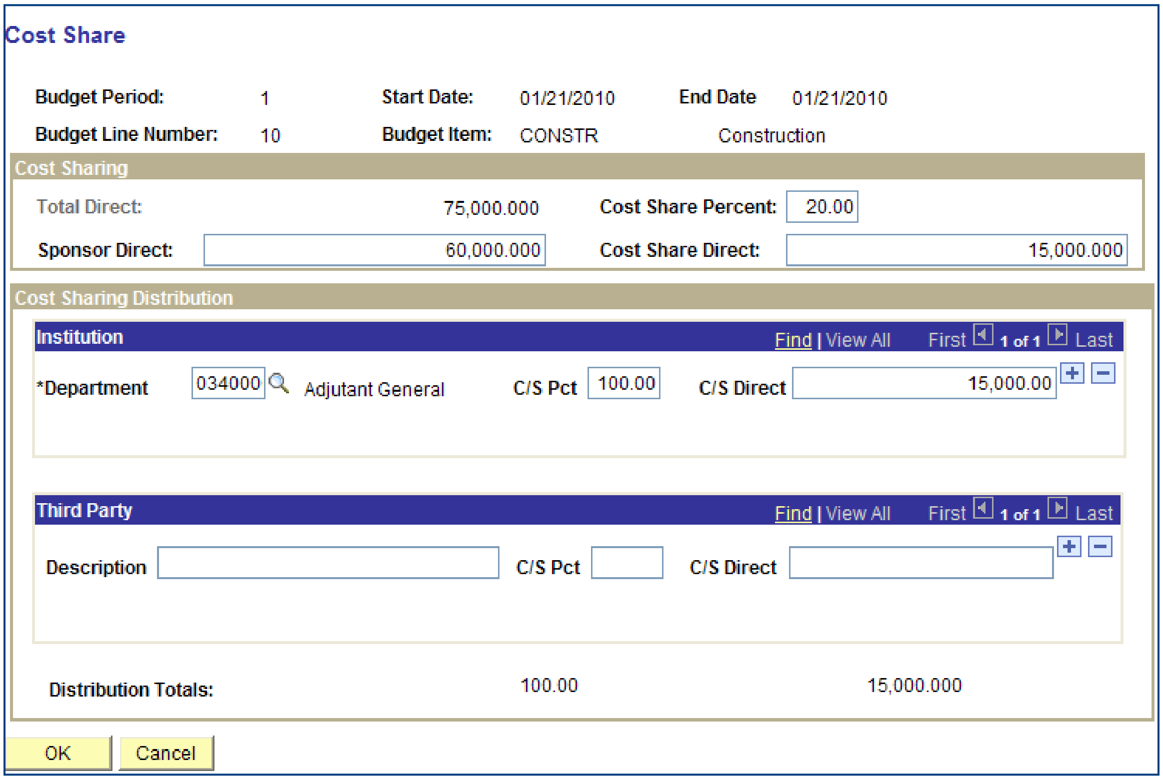


Figure 13. Cost Share Page

Participant Notes:

Fields	Description
Cost Share Percent	Select percent of Institution cost share
Department	Select Department for cost share
C/S Percent	Select percent for Department. Multiple departments may be selected as long as C/S Percent totals 100%

Table 8. Cost Share Fields

Page Name	Navigation
Resources	Grants>Proposals>Maintain Proposal>Resources

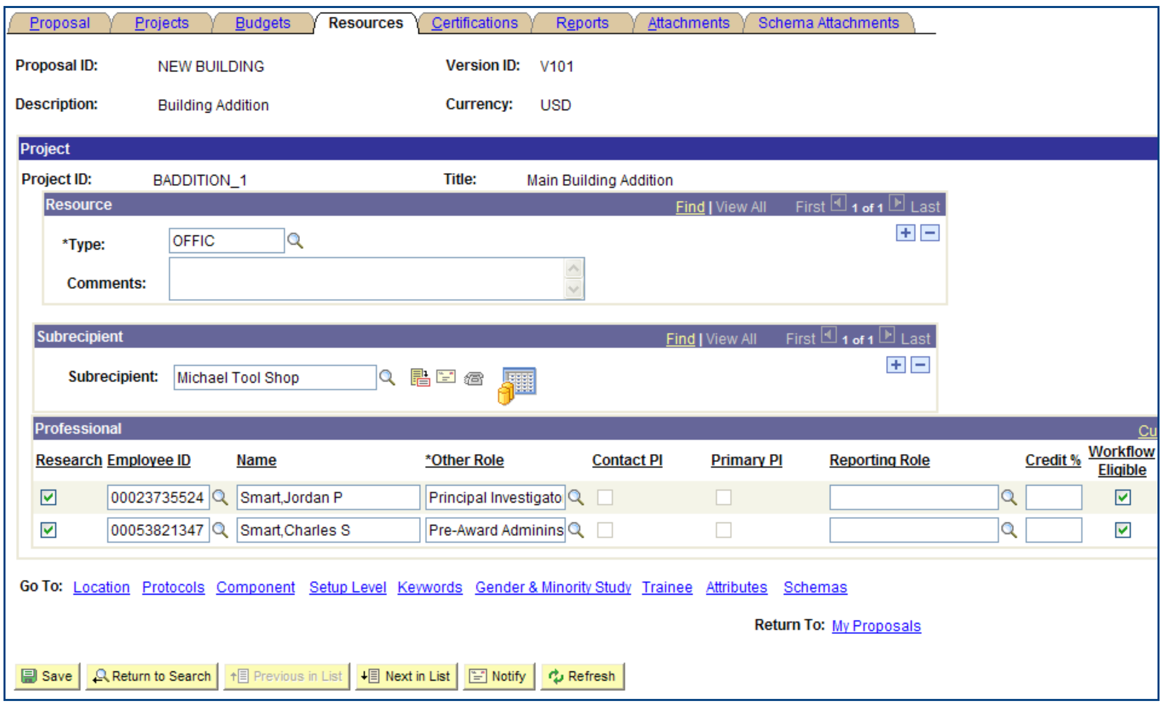


Figure 14. Resources Page

Participant Notes:

Fields	Description
Type	Select a resource type
Subrecipient	Select the subrecipient whom you want to add to the proposal
Agreement Details	Click the **Agreement Details** button to go to the Agreement **Details** page to enter details about the subrecipient.
Location Details	Click the **Get Location Details** button to go to the **Subrecipient Location** page to enter subrecipient location and address information.
Contact Details	Click the **Get Contact Details** button to go to the **Subrecipient Contact** page to enter subrecipient contract information.
Vendor Budget	Click the **Vendor Budget** button to go to the **Subrecipient Budget** page to enter subrecipient budget information.
Research	Select this option if you are listing a person whose name appears on the form and is part of the project team during the project generation process. Clear this option if you are listing a person only for workflow approval process. If unselected, you can add the same person with multiple workflow roles.
Employee ID	Select the ID of the professional whom you want to add to the proposal
Name	Displays the name of the professional who is associated with the ID that you selected in the ID field
Other Role	Select the professional's role in the project. Options include are in Table 9 below.

Table 9. Resources Fields

Participant Notes:

Role	Description
AUTH	Authorized Personnel
AWPI	Award PI
CPI	Co-PI
DHD	Department Head
DPTC	Department Contact
DPTR	Department Representative
IO	Institutional Officer
KEY	Key Personnel
OTH	Other
PAA	Pre-Award Admininstrator
PI	Principal Investigator
SPO	Sponsored Projects Official
WADM	Grants Administrator
WCPI	Award Co-PI
GMM	Grants Manager
FNAP	Final Approver
GPP	Grants Preparer

Table 10. Grants Role Types

- Select the **Workflow Eligible** checkbox if your agency is using Workflow for the approval process. Note: How ever many approval roles your agency has designated for your approval process those roles must be added to the **Professional** section of the **Resouces** tab before you can submit the proposal. A Principal Investigator (defaults and comes from Proposal page) and Pre Award Admininstrator (can be designated on the proposal page) must be included as a minimum for the workflow process to be triggered.
- If this checkbox is selected, the proposal must be approved by each individual listed after the **Start Approval Process** button is selected

Participant Notes:

Page Name	Navigation
Certifications	Grants>Proposals>Maintain Proposal>Certifications

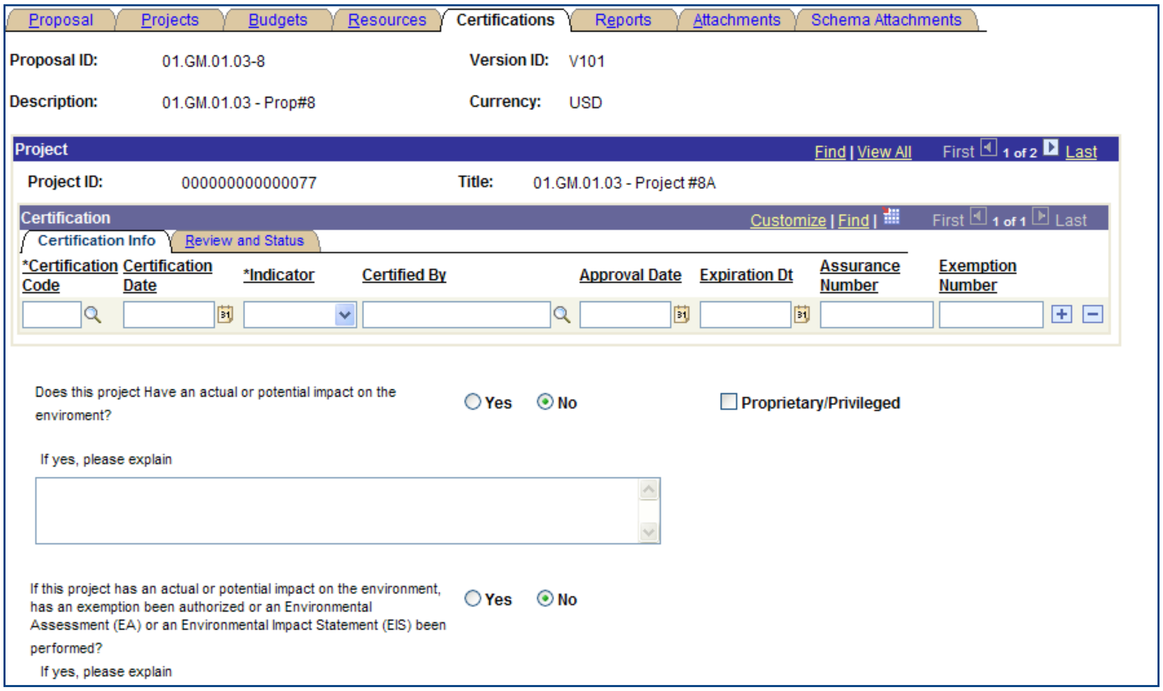
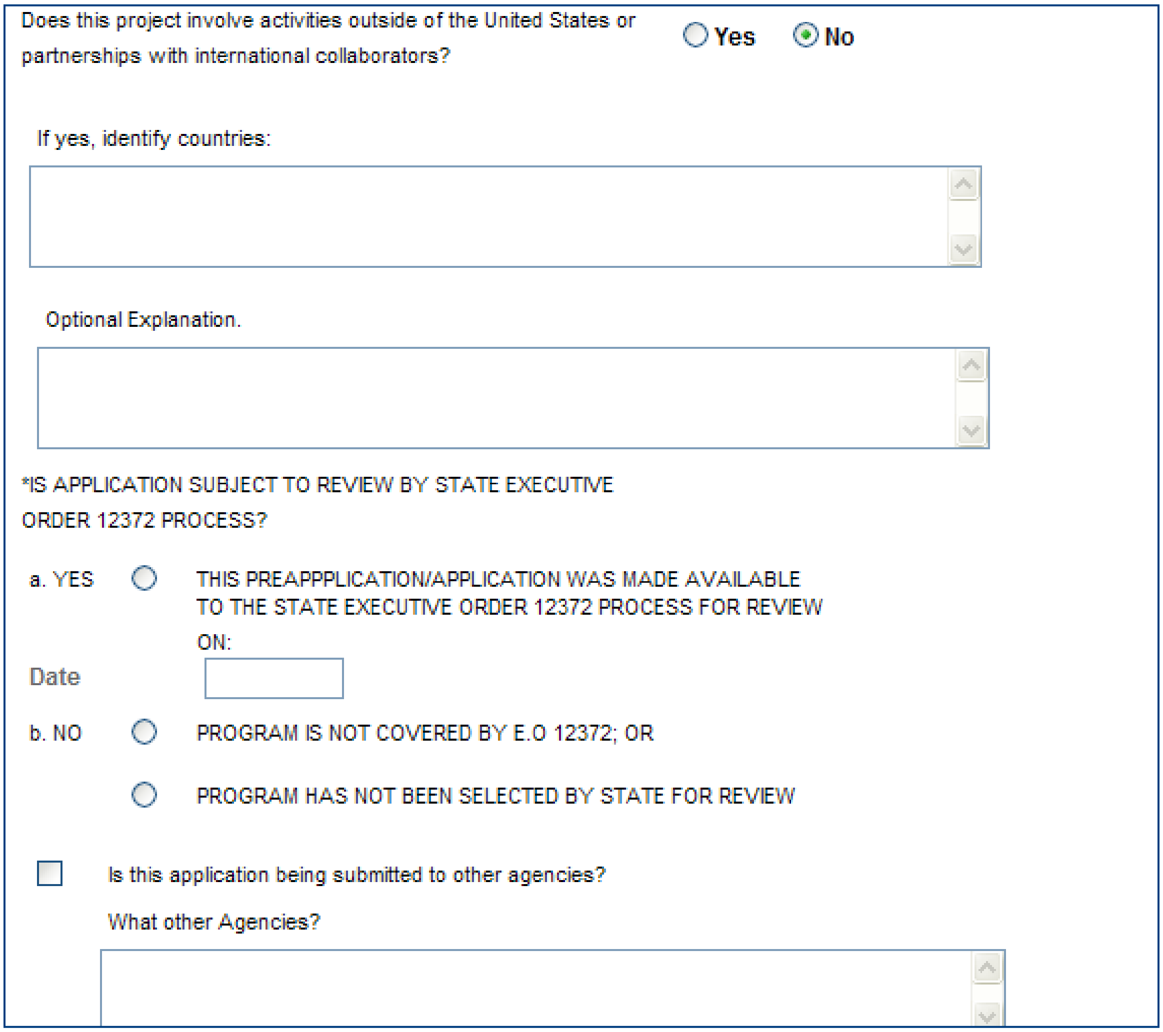


Figure 15. Certifications Page_Top

Participant Notes:



Does this project involve activities outside of the United States or partnerships with international collaborators? ○ Yes ◉ No

If yes, identify countries:

Optional Explanation.

*IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES ○ THIS PREAPPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

Date

b. NO ○ PROGRAM IS NOT COVERED BY E.O 12372; OR

○ PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

☐ Is this application being submitted to other agencies?

What other Agencies?

Figure 16. Certifications Page_bottom

Participant Notes:

Fields	Description
Certification Code	Select the certification codes that are associated with the proposal
Certification Date	Select the certification date for each code
Indicator	Select the certification indicator. Values are *N/A, No, Pending,* and *Yes*
Certified By	Select the name of the person who authorized the certification
Approval Date	Select the date on which the certification was approved
Expiration Date	Select the date on which the certification expires. The generate process brings this date forward to the award
Assurance Number	Enter the assurance number that is associated with the certification
Exemption Number	Enter the exemption number that is associated with the certification

Table 11. Certification

Participant Notes:

Page Name	Navigation
Reports	Grants>Proposals>Maintain Proposal>Reports

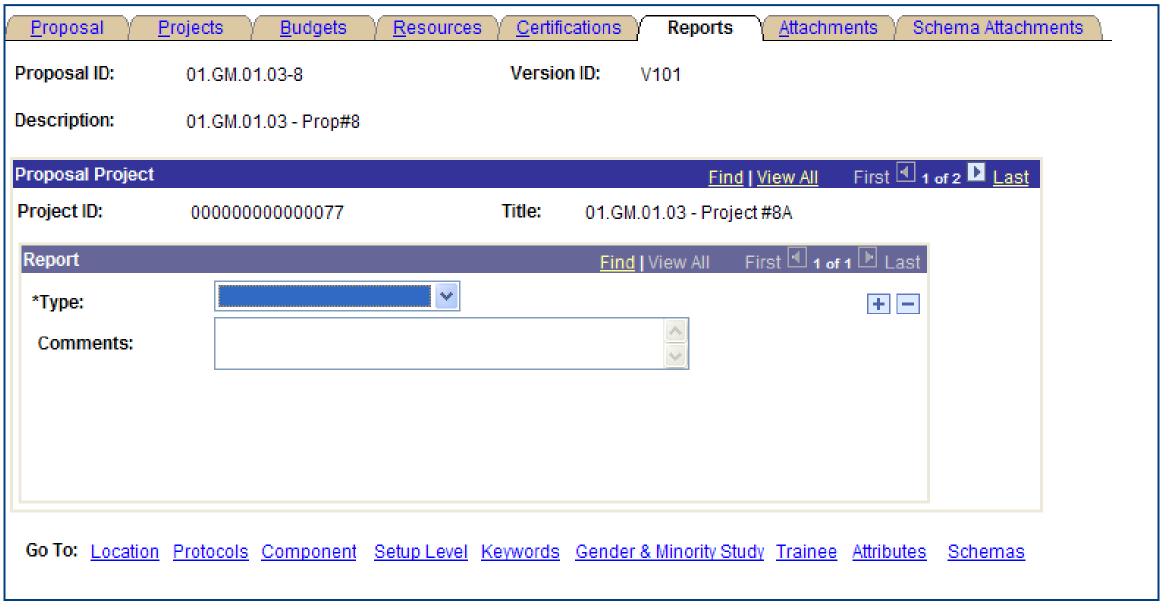


Figure 17. Reports Page

Fields	Description
Type	Select type of report
Comments	Enter any comments regarding the report

Table 12. Reports

- Use the Attachments tab to attached documentation related to your grant. This functionality is used to store the Statement of Work, Grant Application/Guidelines, and Award documentation associated with the grant. You should NOT attach invoices or copies of invoices in this tab.

Participant Notes:

Page Name	Navigation
Attachments	Grants>Proposals>Maintain Proposal>Attachments

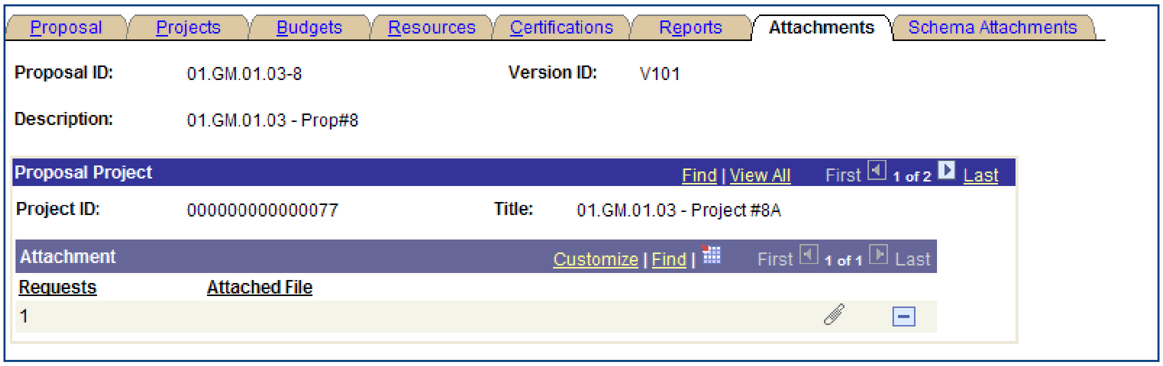


Figure 18. Attachments Page

Page Name	Navigation
Upload Attachment	Grants>Proposals>Maintain Proposal>Attachments>Add Attachments Link

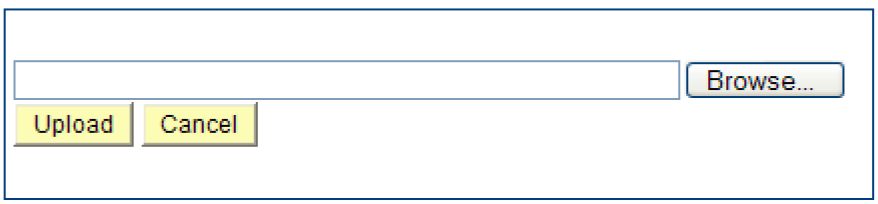


Figure 19. Upload Attachment

Participant Notes:

Fields	Description
Add Attachment	Click the Add Attachment button to attach a document to the proposal **Note:** The system does not track changes to external documents.
Browse	Click to search for the document that you want to attach to the proposal. This button appears after you click the Add Attachment button.
Upload	Click to attach the file to the proposal and return to the Documents page. This button appears after you click the Add Attachment button.
Delete Attachment	Click the Delete Attachment button to delete a document. This button appears only after you attach a document to the page.
View Attachment	Click the View Attachment button to view the attachment. This button appears only after you attach a document to the page.

Table 13. Attachments

Participant Notes:

Page Name	Navigation
Review Proposal Audit Log	Grants>Proposals>Review Proposal Audit Logs

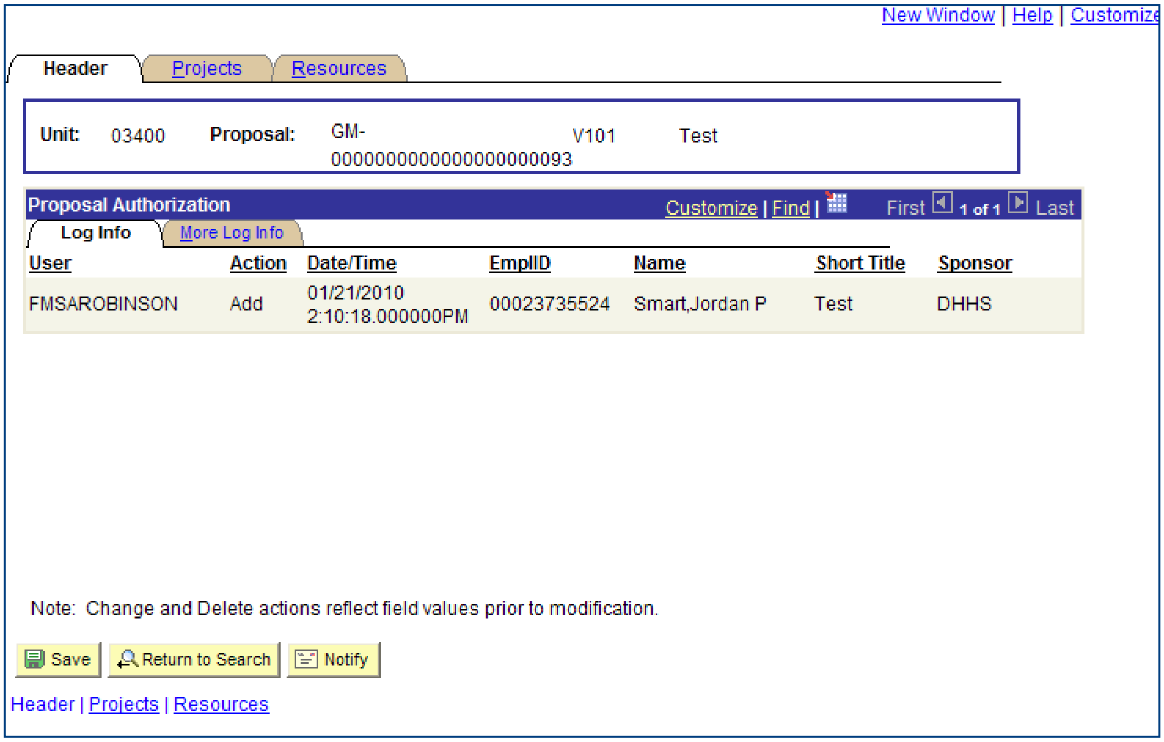


Figure 20. Proposal Audit Log

Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Creating Grant Proposals.

Walkthrough/Activity

We will now complete Activity 1: Creating Grant Proposals in your Activity Guide.

Participant Notes:

Topic 2: Copying Existing Proposals

- Create new proposals from existing proposals for different proposal date ranges
- You can copy a proposal ID, a version ID, any number of its child projects, and selected proposal budgets and periods from one proposal to another without re-entering data
- This feature saves you time by avoiding entering duplicate information

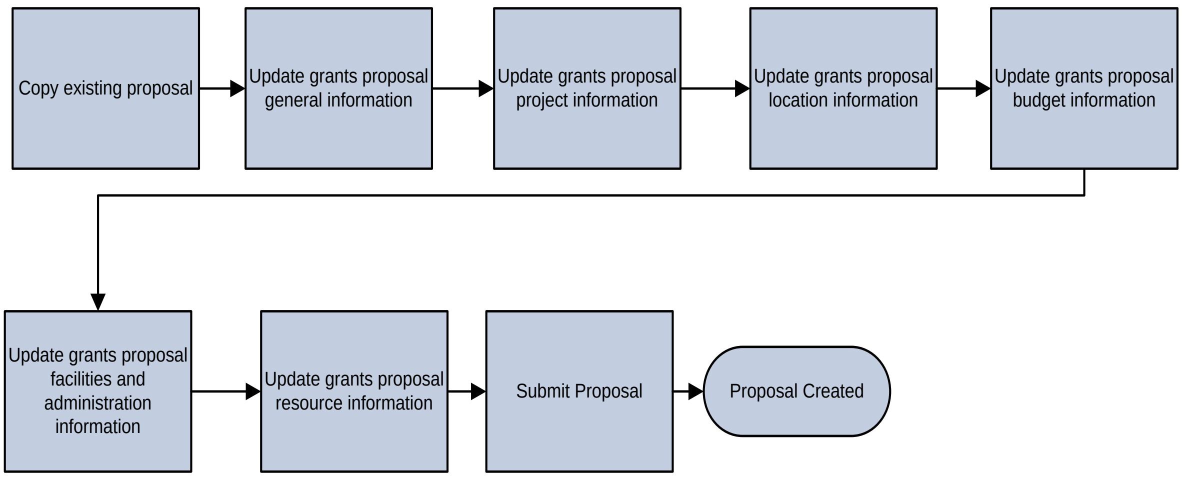


Figure 21. Copy Existing Proposal Process

Participant Notes:

Page Name	Navigation
Copy Proposal	Grants>Proposals>Copy Proposal

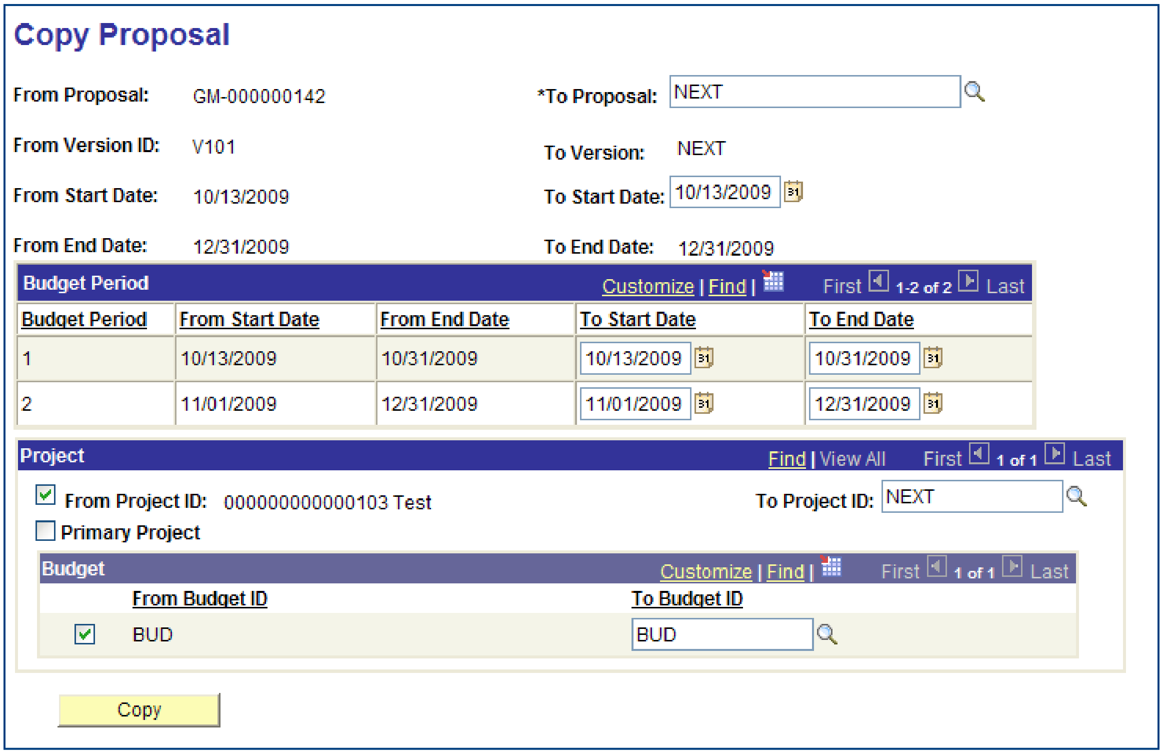


Figure 22. Copy Proposal Page

Fields	Description
To Proposal	**NEXT** appears by default. When you click **Copy**, SMART generates the next proposal ID that is available. You are able to name your Proposal ID, Project ID, and Budget ID on this page if you choose to. It is recommended that you update these fields to an agency-defined value.

Participant Notes:

Fields	Description
To Start Date and To End Date	By default, SMART populates the start and end dates of the proposal from which you are copying; however, you can change these values. If you change the start and end dates on the target proposal, the copy process changes the start and end dates for all of its projects and activities.

Table 14. Copy Proposal Fields

Walkthrough/Activity

We will now complete Activity 2: Copying Existing Proposals in your Activity Guide.

Topic 3: Submitting Proposals

- After you complete the proposal, the next step is to take the proposal through the approval and submission process
- You can assign approvers to a proposal before sending to the sponsor, if your agency is using workflow. Job Aid “Workflow Approvals” contains the process for workflow agencies.

Participant Notes:

Page Name	Navigation
Submit Proposal	Grants>Proposals>Submit Proposal

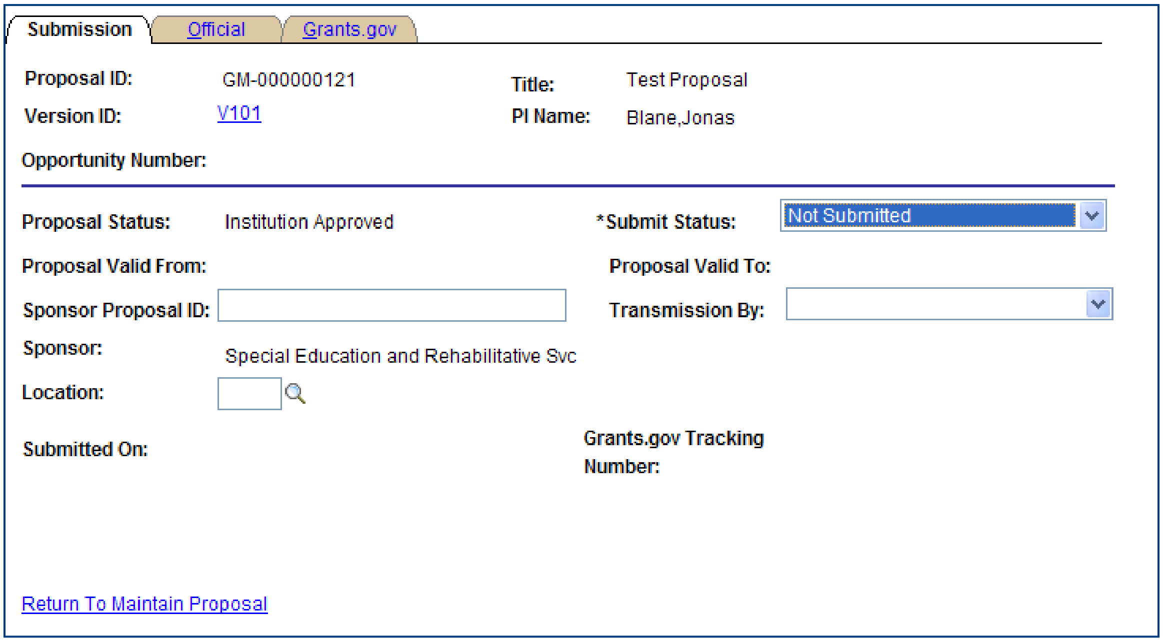


Figure 23. Proposal Submission Page

Fields	Description
Submit Status	Select status of "Submitted". After you mark a proposal version as "Submitted", you can no longer modify any of the proposal information for that version. To make any modifications to a proposal after it has been submitted, you must create a new version of the proposal.

Table 15. Proposal Submission Fields

Participant Notes:

Walkthrough/Activity

We will now complete Activity 3: Submitting Proposals in your Activity Guide.

Topic 4: Creating Awards

- The award generation process is an automated process that creates your award infrastructure for you. This allows better management of your grant award by housing key information related to the grant in one place.
- Only proposals with a status of “Submitted” are available for selection when you run the **Generate Award** process
- This process also creates a project, a contract, and the necessary setup to manage the award transactions
- Run this process before the grant is approved by the sponsor if pre-award spending is necessary. In most cases, this process is run after the sponsor issues the formal grant award.

Participant Notes:

Page Name	Navigation
Generate Award	Grants>Proposals> Generate Award

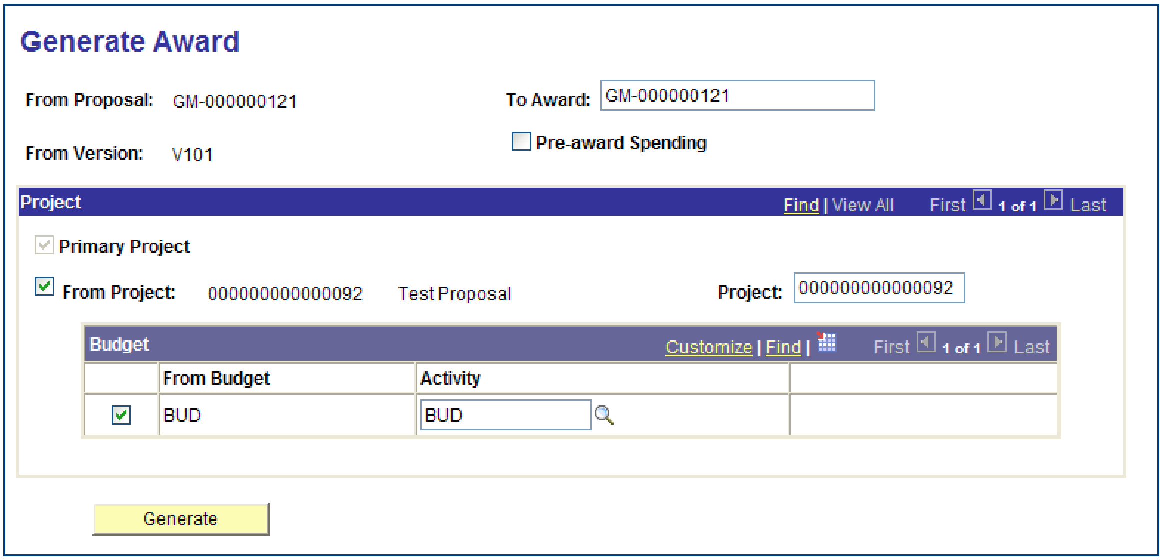


Figure 24. Generate Award Page

Participant Notes:

Fields	Description
Pre-Award Spending	Select to create an award that has pre-award spending. If you are generating an award that was already created for pre-award spending, this field will be unavailable. To initiate pre-award spending: 1. Run the process with the Pre-award Spending check box selected to bring over the project and budget level information to SMART Project Costing. 2. When the proposal officially becomes an award, run the award generation process again to finalize the proposal as an award and create the Customer Contract to allow for billing of the project costs.
To Award	Enter an award name the first time that you run the award generation process. SMART creates certain key fields on the first run even though the award records do not yet exist. This field is display-only the second time that you access the page, preventing you from changing the award name.
From Project	Select to specify which proposal projects or project budgets should map to the award

Participant Notes:

Fields	Description
Generate	Click to run the award generation process. This process creates information in the award pages from the proposals pages. • At least one proposal project must be within the proposal that you are moving. If not, SMART displays an error message. • Budget ID in Grants is the Activity ID in Projects • You must select at least one budget ID within a proposal for every selected project. If you do not, SMART displays a warning message indicating you must select a budget ID.

Table 16. Generate Award Fields

Walkthrough/Activity

We will now complete Activity 4: Creating Awards in your Activity Guide.

Walkthrough/Activity

We will now complete Activity 5: Creating Grants in your Activity Guide.

Lesson Review

In this lesson, you learned:

- How to create a grant proposal and proposal budget
- How to copy an existing proposal to another
- How to submit a completed proposal
- How to generate an award

Participant Notes:

Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Website – Projects/Grants materials
- OMB Circular A-87, 2 CFR Part 225, "Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-102, "Grants and Cooperative Agreements with State and Local Governments"
- Grants Management Common Rule for State and Local Government (codified in each federal agency's set of CFRs)
- OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
- Grant Award Agreements

Participant Notes:

Lesson 3: Managing Grants

Objectives

Upon completion of this lesson, you will be able to:

- Update award information for award profiles and budgets
- Review Projects and Activities
- Activate a contract/award
- Understand grant closure
- Run federal grant reports

Topic 1: Understanding Award/Grant Management

- The information that you create and maintain in the award profile establishes an award. An award is associated with one business unit, one billing sponsor, and one award sponsor. Each award must have at least one project, which also includes at least one activity, which is created along with the contract during the Generate Award process. The bulk of this award setup information appears by default when you run the Generate Award process, saving you from unnecessary data re-entry.
- After running the Generate Award process, use the components within the Awards Pagelet to validate the award information and finalize the budget
- You can confirm "Active" status for the project and activity
- The contract status must be set to "Active" after award generation in order to process billing and revenue recognition
- The statuses of the billing and revenue recognition plan are tied to the contract status. Once the contract is activated the related billing and revenue recognition plan will be in "Ready" status as well.

Participant Notes:

Topic 2: Updating Awards

- After running the Generate Award process, use the **Award Profile** pages to change or add information about the grant including funding, resource, terms, and milestone information
- This information populates from the proposal. Updates are only needed if information has changed or is missing.
- Enter the sponsor award number in the **Reference Award Number** field. This value populates on some of the Grants invoice formats and prints on the Sponsor Draw Down Report. Reference Award number also ties the grant to the Federal Financial Report.
- If you receive additional funding for an award in progress, it must be manually updated before the project budget is finalized. The process for updating the project budget after it has been finalized is provided in the Job Aid "Updating a Finalized Budget"

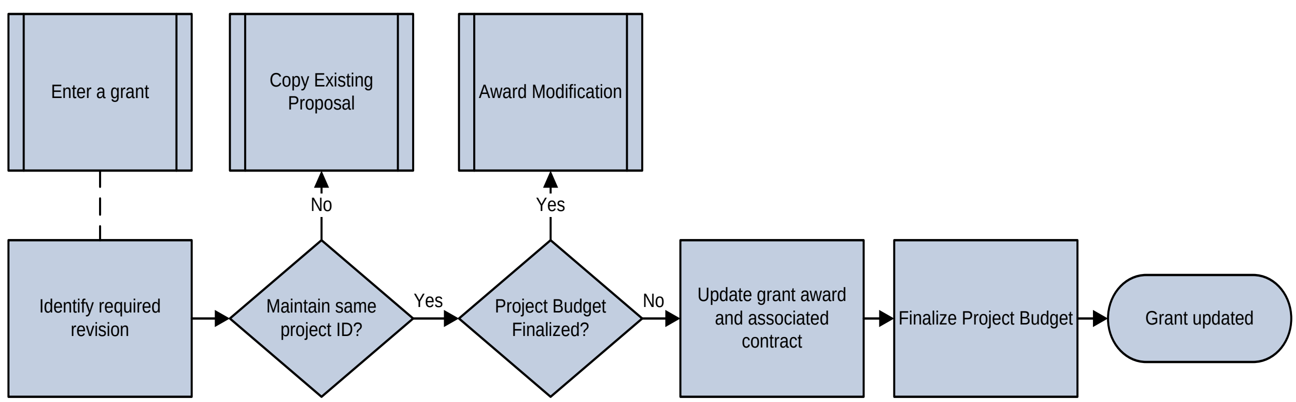


Figure 25. Updating a Grant Process

Participant Notes:

Page Name	Navigation
Award Profile	Grants>Awards> Award Profile>Award

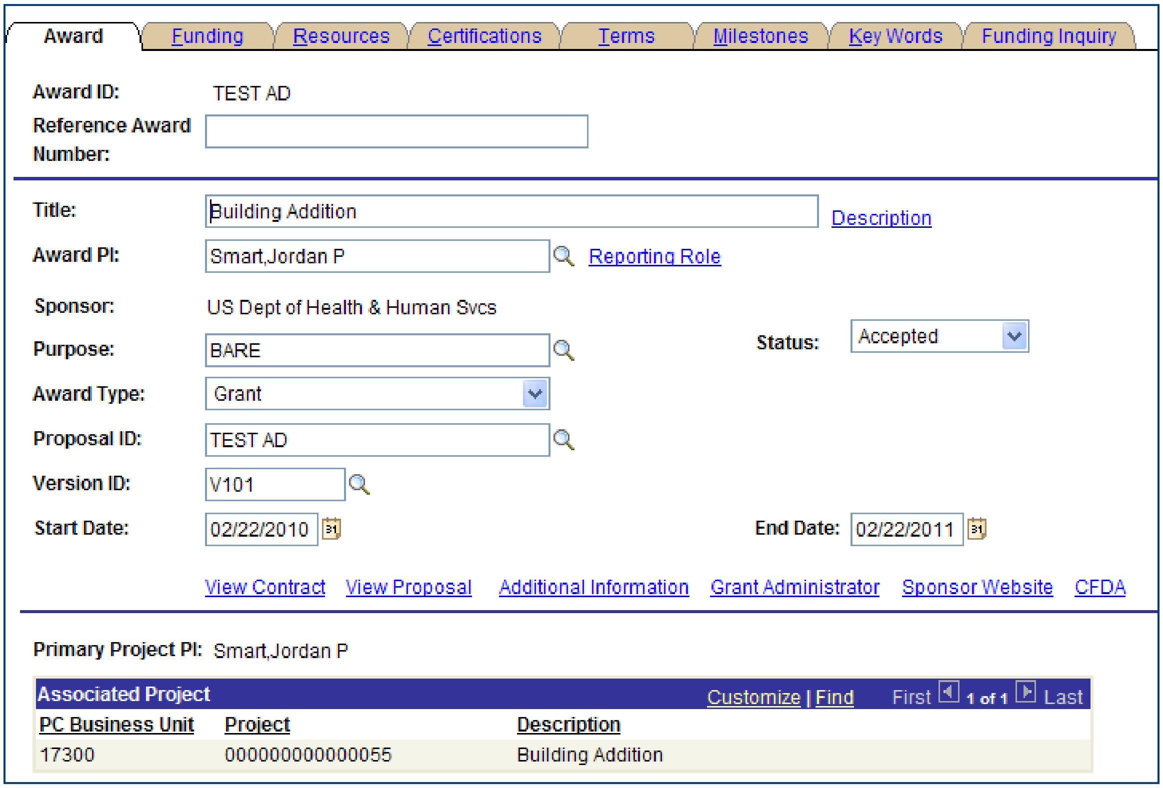


Figure 26. Award Page

Fields	Description
Grant Administrator	Enter administrative contact information for the grant
Sponsor Website	Enter the URL link for the sponsor
View Contract	Takes you into the contract created by the generate award process

Participant Notes:

Fields	Description
View Proposal	Takes you into the proposal that was used to create the award

Table 17. Award Fields

- The **Funding** page maintains funding periods and amounts for each project. Use the **Show Next Row** buttons for each project, as an award can have multiple projects with multiple budget periods. You may also select **View All** to view all projects associated with the award.
- Remember that we define this data on the **Proposal** and **Budget** pages in the proposal. All of the fields that are on this page appear by default when you run the Generate Award process.

Participant Notes:

Page Name	Navigation
Funding	Grants>Awards> Award Profile>Funding

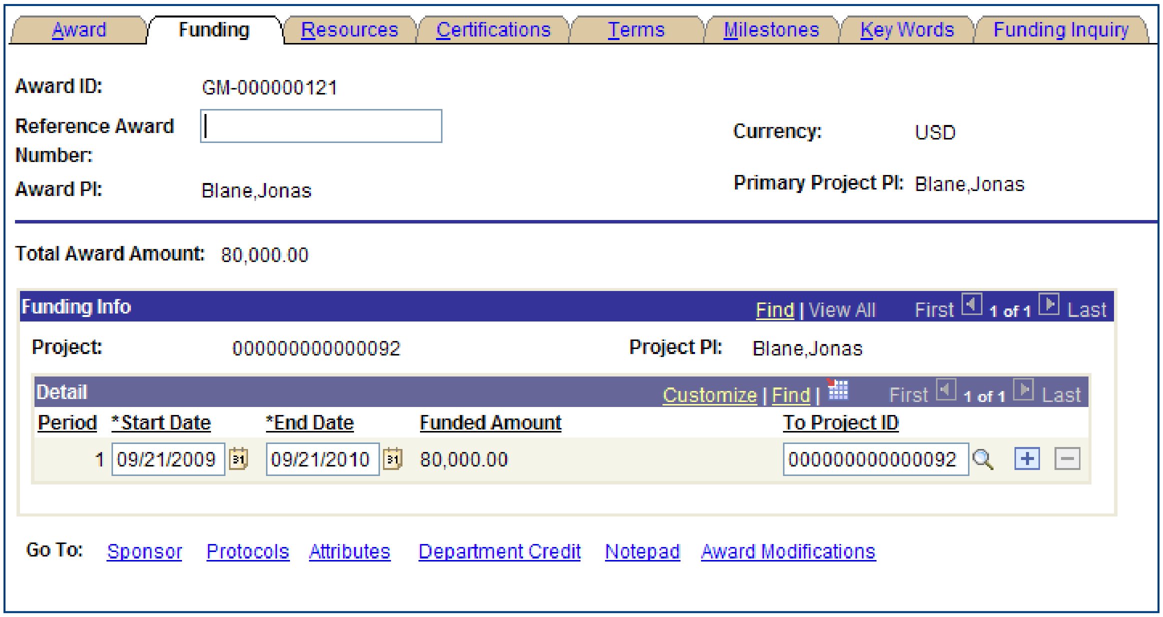


Figure 27. Funding Page

- The **Resources** page brings forward the resources information defined on the grant proposal

Page Name	Navigation
Resources	Grants>Awards> Award Profile>Resources

Participant Notes:

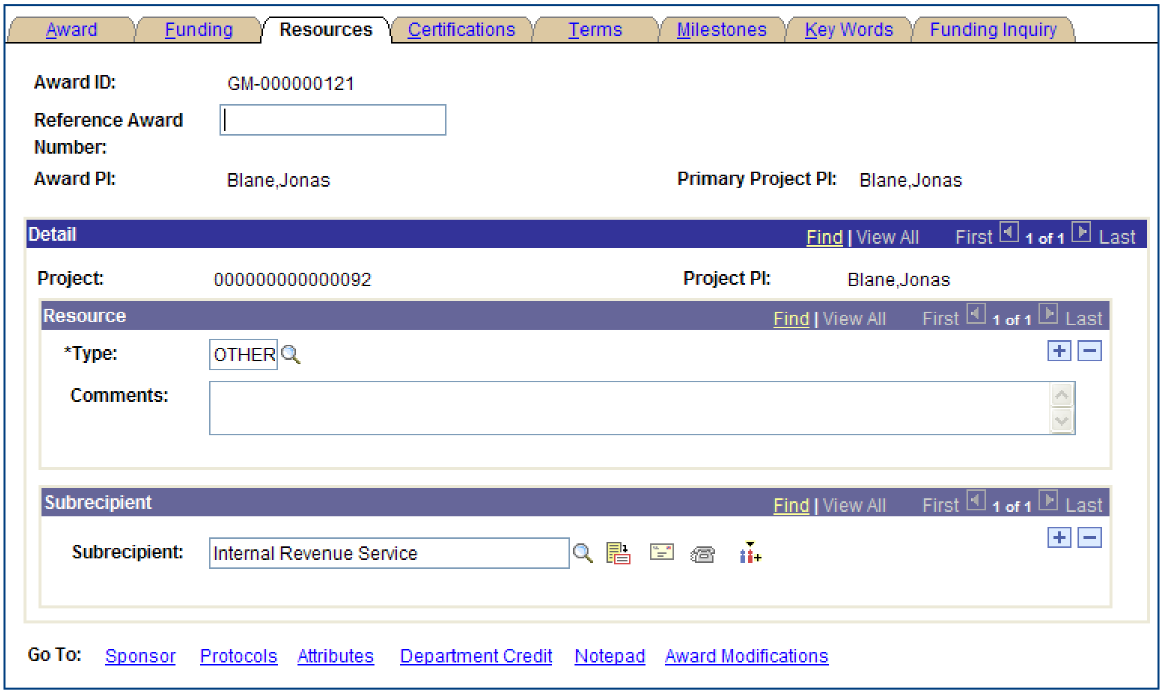


Figure 28. Resources Page

- In Grants, milestones represent points during the award process that you want to mark for reporting purposes or use as a reminder. Milestones might include deadlines, deliverables, and reporting requirements, such as special sponsor reports and interim or final financial reporting.
- Use the **Notify** button to send an email notification, immediately, to the Award PI after filling out the required fields.
- Add additional milestones by clicking the Add button 

Participant Notes:

Walkthrough/Activity

We will now complete Activity 6: Updating Awards in your Activity Guide.

Topic 3: Reviewing Award Projects

- After the award generation process is complete, you can view the project profile information
- Similar to the award profile, most of the project profile information is populated during the award generation process
- Information can be viewed here, through the Grants>Awards>Project navigation as well as on the project page accessed through the Project Costing navigation Project Costing>Project Definitions>General Information

Participant Notes:

Page Name	**Navigation**
General Information	Grants>Awards> Project>General Information

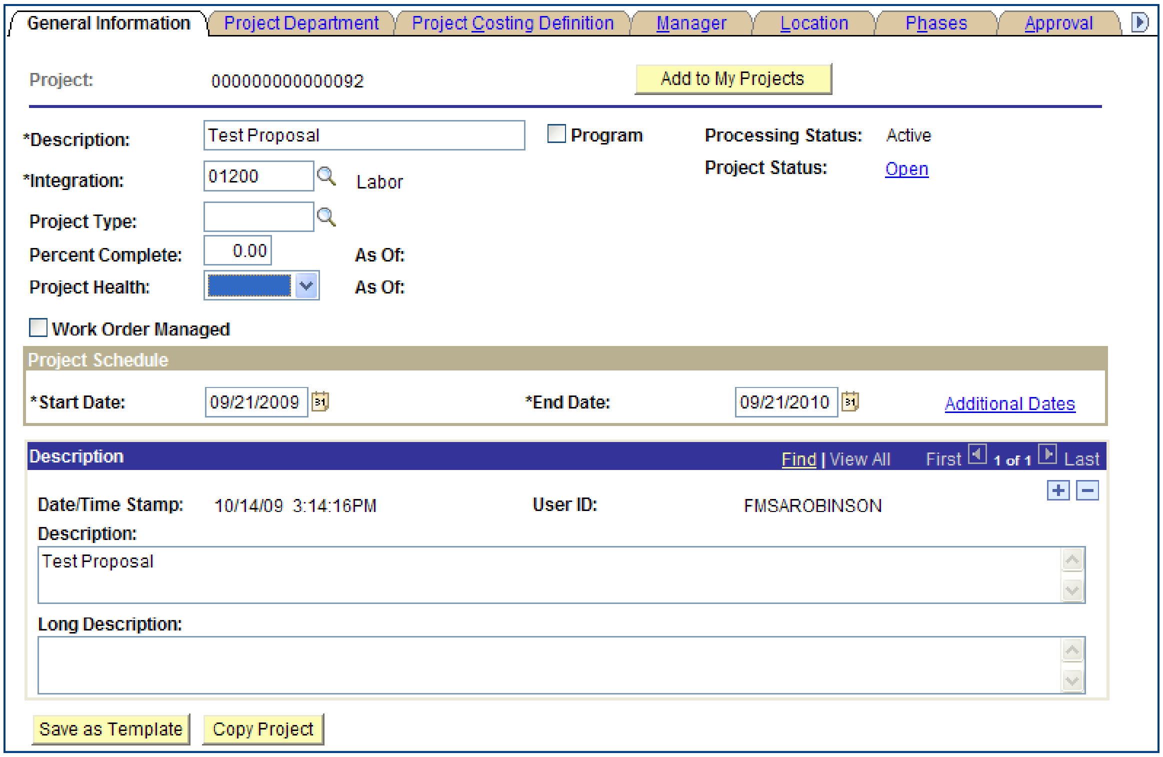


Figure 29. General Information Page

Participant Notes:

Fields	Description
Description	Description of the project
Program	Select to designate this project as a program or summary project. When this option is selected, the system prevents you from adding activities to the program, because only projects can have activities. If you try to select this option for a project that already has activities, a message appears indicating that the project cannot be changed to a program because it has activities associated with it, and you must either remove the activities from the existing project or create a new program.
Processing Status	Displays the processing status that is associated with the project status. SMART uses the processing status to restrict incoming transactions.
Integration	Enter the integration template that is used to integrate this project with other SMART modules. For most agencies, this will be your agency ID.
Project Status	Enter the project's status when you are in add mode. After you save the project for the first time, the Project Status field becomes read only on this page and appears as a link to the **Project Definitions - Status** page so you can update the status.
Project Type	Displays the type of project that is currently being viewed
Percent Complete	Displays the percentage of the project completed
As of	Displays the date that you enter the percent complete data
Project Health	Displays the value that represents the project's health
As of	Displays the date that you enter the project health data
Work Order Managed	Work Order Managed in not used by SOK

Participant Notes:

Fields	Description
Additional Dates	Click to access the Additional Dates page, where you can enter or view project baseline start and finish dates, early start and finish dates, actual start and finish dates, and late start and finish dates
Description	Description of the project
Long Description	Displays additional project data

Table 18. General Information

Walkthrough/Activity

We will now complete Activity 7: Reviewing Award Projects in your Activity Guide.

Topic 4: Reviewing Award Project Activities

- All transactions associated with an award must be linked to a project and an activity to process the transactions against the award funding.
- When you run the **Generate Award** process, an activity is automatically created
- During post award processing, you can specify any additional activity information that was not already populated by the application
- Information can be viewed here through Grants<Awards<Project Activity as well as on the project activity page accessed through the Project Costing navigation Project Costing<Activity Definitions<General Information

Participant Notes:

Page Name	Navigation
Award Project Activities	Grants>Awards> Project Activity

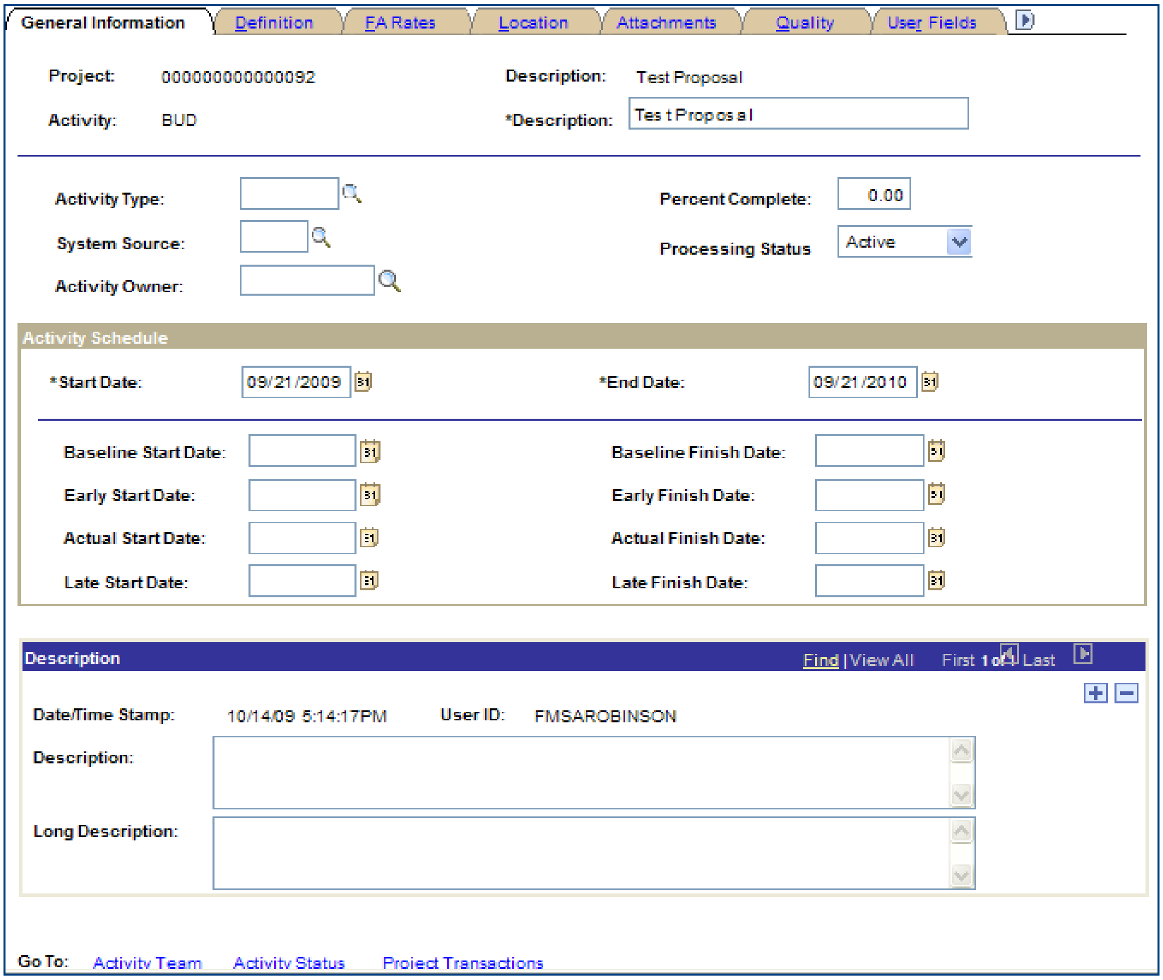


Figure 30. Project Award Activities Page

Participant Notes:

Fields	Description
Activity Status	Status of activity
Start Date	The activity start date
End Date	The activity completion date
Project Transactions	Click to access the Transaction List page to view transactions for this activity

Figure 31. Project Award Activities

Walkthrough/Activity

We will now complete Activity 8: Reviewing Award Project Activities in your Activity Guide.

Topic 5: Updating Award Budgets

- The final step to prepare an award for processing is to establish the award budget and submit it to Commitment Control
- When you run the Generate Award process, SMART populates the **Budget Detail** page in Project Costing with summarized budget information.
- At this point make any additions or modifications, such as updating any amount changes, prior to finalization of the budget
- You must add the required ChartFields Department (defaulted from proposal), Fund Code, Budget Unit, Program Code and Account (F&A will default)
    - The Account Code must be a 'budgetary only' account so any account value that falls within that budgetary category can be used on transactions
- Only after the budget is finalized can transactions be applied against it

Participant Notes:

Page Name	Navigation
Budget Details	Grants>Awards> Project Budgets

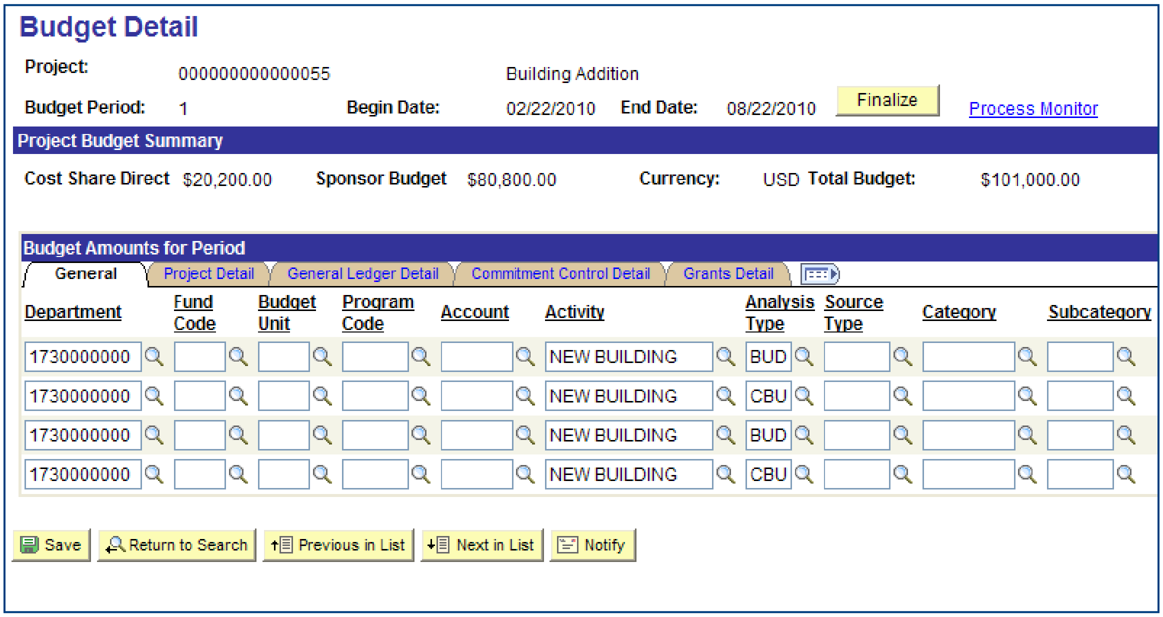


Figure 32. Budget Detail

- For cost sharing funds, use the **General Ledger Detail** tab to validate and/or update the budget structure. The budget items will have an analysis type of **BUD (Total Cost Budget)** and **CBU (Cost Sharing Budget).** This can also be viewed using the **Project Budget Inquiry** link in the **Awards** component.
- Use a **Cost Sharing** fund code to allow transactions to be split according to what your agency has set up.
- When a voucher is budget checked, posted and sent from Accounts Payable to Project Costing, you will have an **ACT (Actual Cost)** which will be billable (**BIL** row) to the sponsor and a **CAC (Cost Sharing Actuals)** for the remaining cost

Participant Notes:

shared amount which will not be billable – this will all be in the project Transaction List for reporting.

Page Name	Navigation
General Ledger Detail	Grants>Awards> Project Budgets>General Ledger tab

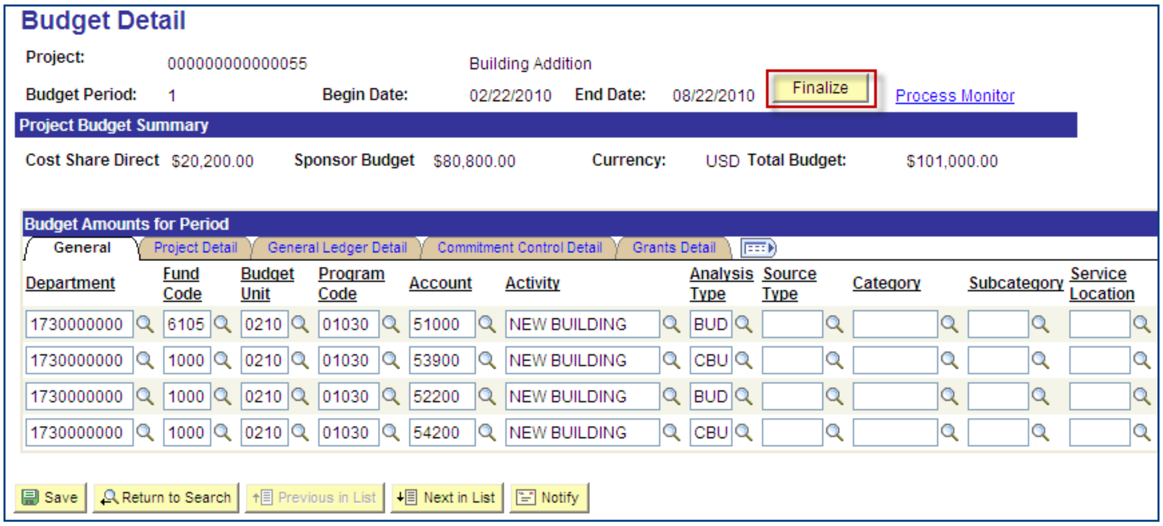


Figure 33. Budget Detail_General Ledger Detail

- Click **Finalize** after making any changes and adding the ChartFields to an active budget period. The system finalizes the plan by picking up the rows only for a budget period and not the entire plan. This allows agencies to update and finalize their budgets period by period.

- After finalizing the budget, check Commitment Control for any errors that may have occurred in the Budget Line(s). Update any necessary ChartFields, and click the Finalize button from the Budget Detail page

Participant Notes:

Page Name	Navigation
Review Commitment Control	Grants>Awards> Commitment Control Errors

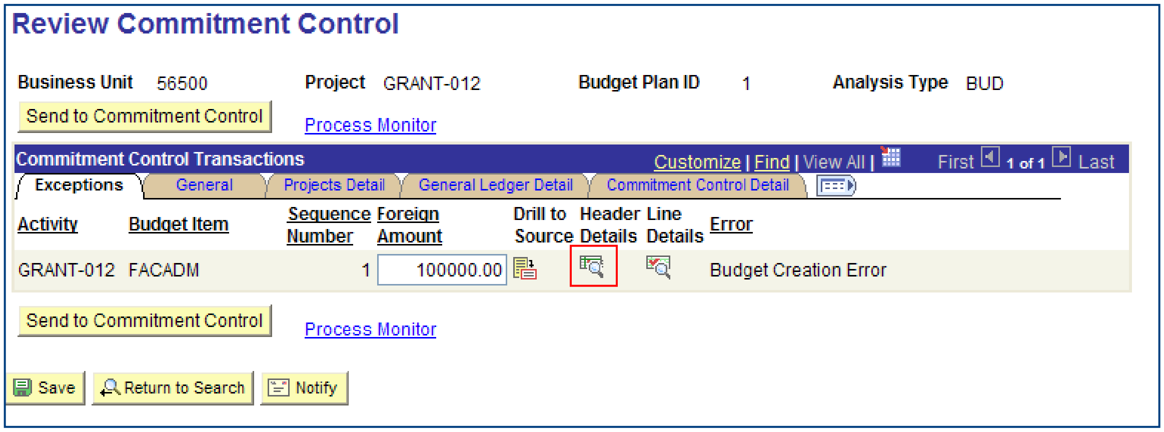


Figure 34. Review Commitment Control page

Participant Notes:

Page Name	Navigation
PC Budget Exceptions	Grants>Awards> Commitment Control Errors >Header Details > Header Details

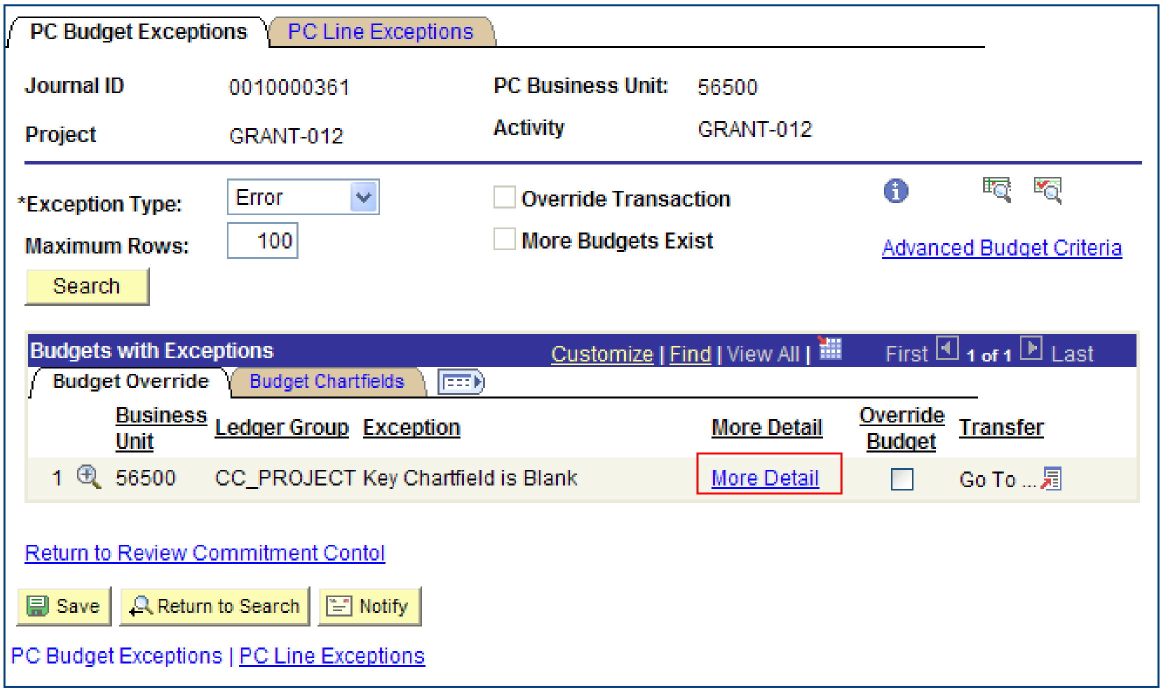


Figure 35. PC Budget Exceptions page

Participant Notes:

Page Name	Navigation
Error Explanation Page	Grants>Awards> Commitment Control Errors >Header Details > More Detail

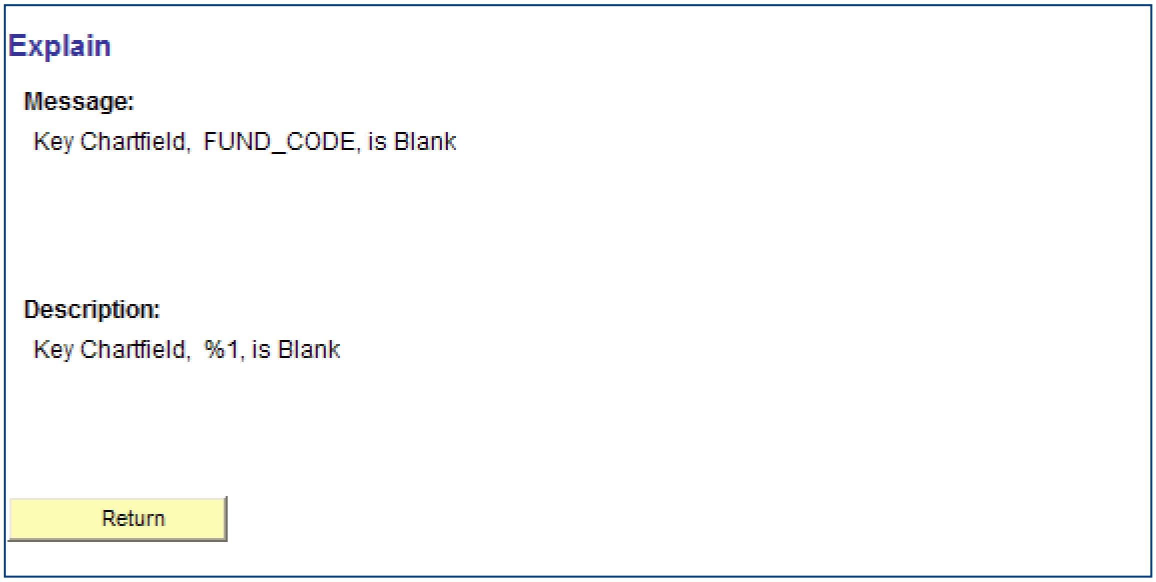


Figure 36. Error Explanation page

Walkthrough/Activity

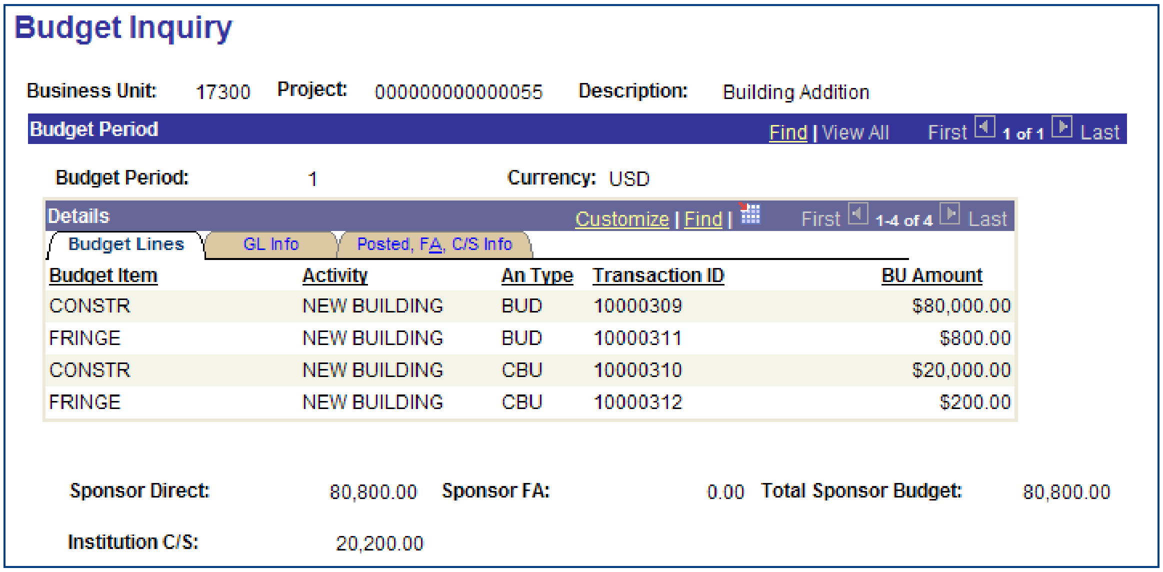
We will now complete Activity 9: Updating Award Budgets in your Activity Guide.

Topic 6: Reviewing Cost-Shared Amounts

- Cost sharing setup up is usually incorporated in the proposal creation. Cost sharing information can be viewed at any time using the **Project Budget Inquiry** page. Cost shared lines will show twice on the Budget Inquiry page, the **CBU** row is the amount the agency pays, the **BUD** row is paid by the sponsor.

Participant Notes:

Page Name	Navigation
Budget Inquiry	Grants>Awards> Project Budget Inquiry



Budget Inquiry

Business Unit: 17300 Project: 000000000000055 Description: Building Addition

Budget Period — Find | View All — First 1 of 1 Last

Budget Period: 1 Currency: USD

Details — Customize | Find | — First 1-4 of 4 Last

Budget Lines | GL Info | Posted, FA, C/S Info

Budget Item	Activity	An Type	Transaction ID	BU Amount
CONSTR	NEW BUILDING	BUD	10000309	$80,000.00
FRINGE	NEW BUILDING	BUD	10000311	$800.00
CONSTR	NEW BUILDING	CBU	10000310	$20,000.00
FRINGE	NEW BUILDING	CBU	10000312	$200.00

Sponsor Direct: 80,800.00 Sponsor FA: 0.00 Total Sponsor Budget: 80,800.00

Institution C/S: 20,200.00

Figure 37. Budget Inquiry Page

Walkthrough/Activity

We will now complete Activity 10: Reviewing Cost-Sharing Amounts in your Activity Guide.

- Access the **Lines** page of the contract to review the Billing and Revenue Plans status. Must be set to “Ready” in order for the contract to be set to “Active”
- If your sponsor has a **Letter of Credit ID (LOC Doc ID),** it must be entered on the **Lines** page before the contract can be activated. This allows the award information to be included on the Sponsor Drawn-Down Report. If your agency doesn’t have this configured, a box will not be avaliable for this ID.

Participant Notes:

Page Name	Navigation
Lines	Grants>Awards>Award Profile>View Contract

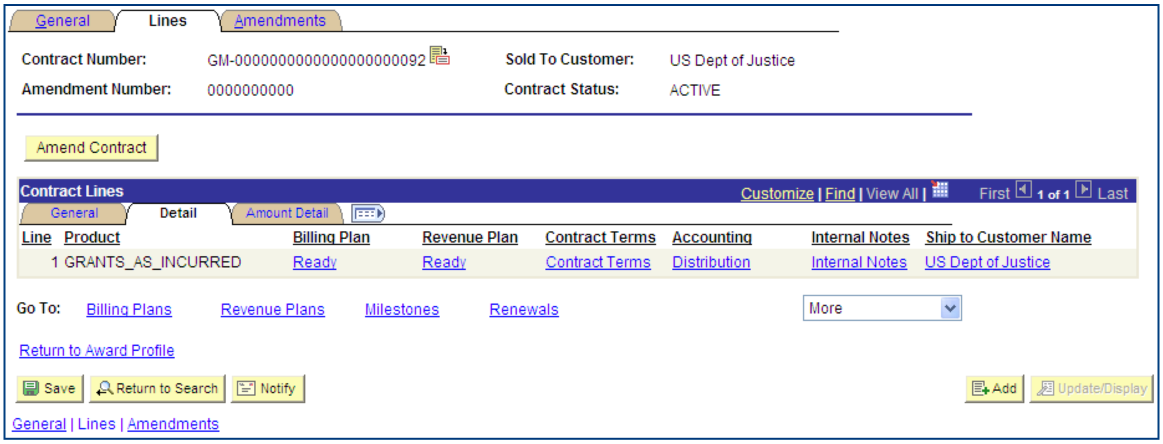


Figure 38. Lines Page

Topic 7: Updating and Activating Award Contracts

- The status of the contract created by the Generate Award process defaults to "Pending" and must be set to "Active" in order to begin billing for project-related costs
- Changes here (Grants>Awards>Award Profile>View Contract link) are also reflected on the contract page accessed through the Contracts navigation (Customer Contracts>Create and Amend>General Information)
- If a milestone product is chosen, amount allocation steps must be completed prior to activation (shown in PC361 Contracts)

Participant Notes:

Page Name	Navigation
View Contract	Grants>Awards>Award Profile>View Contract

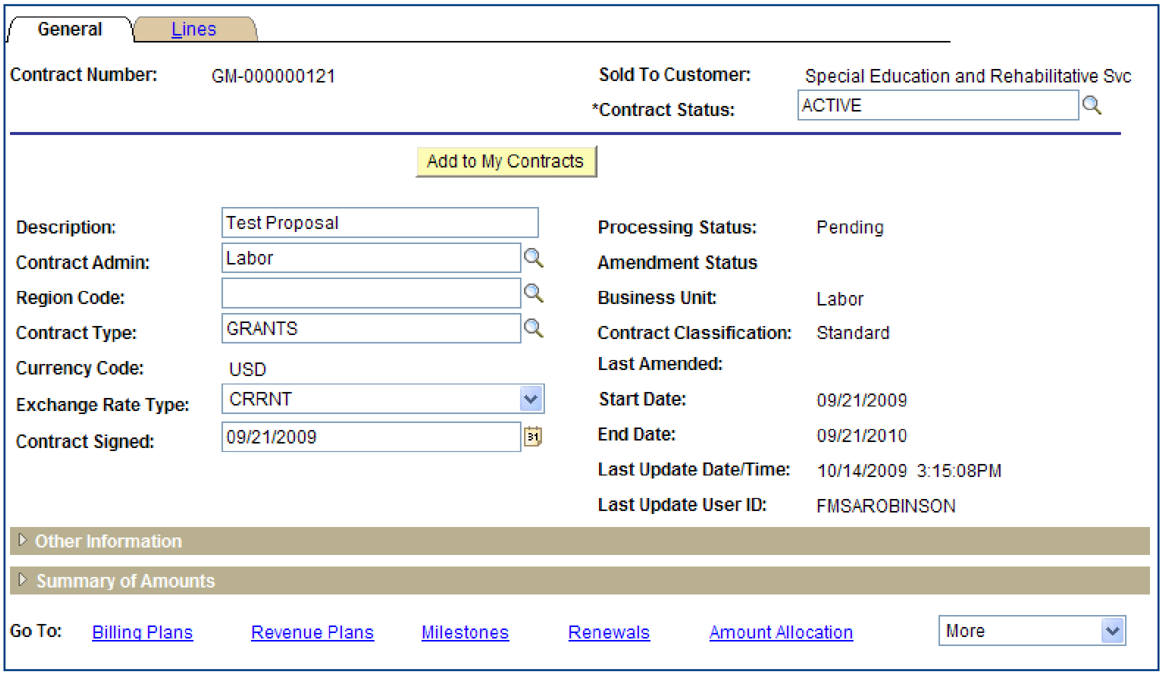


Figure 39. View Contract Page

Fields	Description
Contract Status	Status of the contract. Set to Active to activate the award contract.

Table 19. View Contract Fields

Walkthrough/Activity

We will now complete Activity 11: Activating Contracts in your Activity Guide.

Participant Notes:

Topic 8: Understanding Grant Closure

- Once an award or contract reaches completion, the final step in the grants management process is to close out the award
- There are several steps required to complete the award close out process, including:
  - Closing the grant-related projects and activities in Project Costing
  - Closing the grant-related contracts, including the billing and revenue plans in Contracts
- Access to the pages for closing the project/activities along with billing plan/revenue plan and the contract requires the Project Manager and Contracts Manager roles, respectively. If an end user only has the Grants Manager or Grants Approver role, they must work with their agency's Project and/or Contracts Manager to complete these activities.

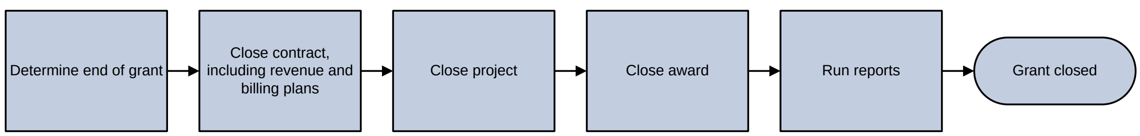


Figure 40. Close a Grant Process

Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Closing Grants.

Topic 9: Running Federal Grant Reports

- Federal Cash Transactions Report (SF-272) & Financial Status/Interim Outlay Report (SF-269a) will be combined as the Federal Financial Report. This report captures information from the **Reference Award Number** entered on the projects page. This report is located: *KS > KS GM > Federal Financial Report.*

Participant Notes:

- The Schedule of Expenditures of Federal Awards (SEFA) Report captures project information from the Project Type field. After the Award Generation process, go to the project that was created and enter a value in the Project Type field. The SEFA Report is located: *Project Costing > Reports > Schedule of Expenditures of Federal Awards.*
- The Sponsor Draw-Down Report for awards associated with grants is located: *Customer Contracts > Reports > Sponsor Draw Down Report*

Walkthrough/Activity

We will now complete Activity 12: Managing Grants in your Activity Guide.

Lesson Review

In this lesson, you learned:

- How to update award profile information
- How to review project profile and project activity information for an award
- How to update budget information for an award
- How to review cost sharing amounts
- How to update contract information and activate an award
- The closing of a grant process
- The explanation of Federal Reports

Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Website – Projects/Grants materials

Participant Notes:

- OMB Circular A-87, 2 CFR Part 225, "Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-102, "Grants and Cooperative Agreements with State and Local Governments"
- Grants Management Common Rule for State and Local Government (codified in each federal agency's set of CFRs)
- OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
- Grant Award Agreements

Participant Notes: